

**Fox River Valley Public Library District
Board of Trustee Meeting
July 31, 2018**

**Dundee Library Meeting Room
555 Barrington Avenue
East Dundee, IL 60118**

MINUTES

The meeting was called to order by President Richard Corbett at 7:01 PM. All present rose to recite the Pledge of Allegiance.

Roll Call

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|------------------|-----------|-------------------|
| Members present: | President | Richard Corbett |
| | Vice Pres | Marge Skold |
| | Secretary | Phyllis Creighton |
| | Treasurer | Brian Lindholm |
| | Trustee | Nikki Kuhlman |
| | Trustee | Mike Tennis |

Members absent: Trustee Fred Lechuga

Others present: Director Roxane Bennett, Jason Katsion, Keri Carroll, Elizabeth Forkan, Karin Nelson, Jason Pinshower, Michael Lorenzetti, Heather Zabski, Mary Lynne Doherty, Mandy Hanson, Andy Horn

Public Comment

There was no public comment.

President's Report

Corbett noted there would be no meeting in August, the next one is September 18, 2018. Five Library District residents have made formal application for the position of Library Trustee to fill the vacancy created by Skold's retirement. Interviews will be conducted and the selected candidate sworn in at the September meeting. A new Vice President will then be elected. Tennis and Kuhlman reported the Secretary's Audit found records to be in order and complete. Corbett announced the Budget and Appropriation Hearing will be held shortly after 7:00 PM on September 18, 2018 following the swearing in of FRVPLDs new Trustee.

Officer Reports

Vice President Skold – Skold noted Deputy Director Rosenthal is on medical leave.

Secretary Creighton – no report

Treasurer Lindholm – FY1718 ended with just 82% of the working budget spent, consistent with previous years. Investments that reached maturity have been reinvested.

Trustee Liaison Reports

Trustee Lechuga – absent, no report

Trustee Kuhlman – no report

Trustee Tennis – Tennis reported on issues covered in the D300 Finance Committee meeting, and the Construction and Facility Oversight Committee meeting that followed.

Director's Report

Bennett announced the FY1819 Per Capita Grant in the amount of \$86,672.50 has been received.

Per Capita Grant Requirement

Adult & Teen Services Manager Jason Pinshower introduced a short video on issues surrounding the homeless population and how understanding these issues helps staff better serve their needs while maintaining a positive environment. A discussion followed.

Consent Agenda

Exhibit A.1 Items included in Consent Agenda

- A.1.a Minutes from the June 19, 2018 Board of Trustees Meeting
- A.1.b Minutes from the May 15, 2018 Executive Session
- A.1.c Check/Voucher Register – AP & Payroll Complete for June totaling **\$220,296.30**
- A.1.d Monthly Financial Report for June 2018
- A.1.e Revenue Summary – All Funds Combined – Budget v Actual Revenues
- A.1.f Revenue Summary – All Funds Combined by Period
- A.1.g Expenditure Summary – All Funds Combined – Budget v Actual Expenses
- A.1.h Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location
- A.1.i Expenditure Summary – All Funds Combined by Period
- A.1.j Balance Sheet for June 2018
- A.1.k Ehlers Account Statement for June 2018

Corbett inquired if Trustees wished any of the Consent Agenda items withdrawn for separate discussion. Tennis requested A.1.d be withheld. Corbett called for a motion to *APPROVE EXHIBITS A.1.A THROUGH A.1.C, AND A.1.E THROUGH A.1.K AS PRESENTED*; moved by Kuhlman and seconded by Tennis. Corbett called for a roll call vote.

Roll Call Vote: Kuhlman, Tennis, Lindholm, Creighton, Skold, Corbett – aye; Lechuga – absent. 6 ayes, 0 nays, 1 absent. Motion carried.

Corbett called for a motion to *APPROVE ITEM A.1.D MONTHLY FINANCIAL REPORT FOR JUNE 2018 AS PRESENTED*. Moved by Skold and seconded by Lindholm. Discussion ensued regarding the Library's investments. Market value adjustments which show paper gains and losses are included on year-end reports in preparation for the annual audit. Interest rate risk is managed by laddering maturities appropriately based on projected cash needs and holding instruments to maturity.

There being no further discussion, Corbett called for a vote to *APPROVE A.1.D AS PRESENTED*.

Roll Call Vote: Kuhlman, Tennis, Lindholm, Creighton, Skold, Corbett – aye; Lechuga – absent. 6 ayes, 0 nays, 1 absent. Motion carried.

Unfinished Business

There was no unfinished business.

New Business

Exhibit C.1 Ordinance 2018-10 Tentative Budget and Appropriation

Corbett called for a motion to *APPROVE ORDINANCE 2018-10 TENTATIVE BUDGET AND APPROPRIATION AS PRESENTED*. Moved by Lindholm and seconded by Skold the item was opened for discussion.

Bennett noted that the proposed B&A reflects a recommended adjustment to two Special Reserve Fund line items from spending levels anticipated in the FY2018 Working Budget document approved in June. In order to accommodate replacement of aging seating & staff furnishings, the Professional Fees line was reduced and Furniture & Equipment line increased by \$30,000. A difference between General Fund revenue figures on the B&A and the Working Budget was noted. Bennett will double check the figures and correct if needed.

Tennis proposed an amended motion to *REDUCE EXPENSES IN THE GENERAL CORPORATE FUND PERSONNEL SERVICES AND BENEFITS LINE BY \$126,000*. Seconded by Lindholm. A brief discussion ensued. . It was noted that the recommended appropriation level was already reduced compared to prior years. There being no further discussion, Corbett called for a roll call vote on the amended motion.

Roll Call Vote: Tennis – aye; Kuhlman, Lindholm, Creighton, Skold, Corbett – nay; Lechuga – absent. 1 aye, 5 nays, 1 absent. Motion failed.

Corbett then recalled the original motion to *APPROVE ORDINANCE 2018-10 TENTATIVE BUDGET AND APPROPRIATION AS PRESENTED*. Roll call: Kuhlman, Lindholm, Creighton, Skold, Corbett – aye; Tennis – nay; Lechuga – absent. 5 ayes, 1 nay, 1 absent. Motion carried.

Exhibit C.2 Illinois Public Library Annual Report (IPLAR)

Corbett called for a motion to *APPROVE THE DRAFT ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) FOR FISCAL YEAR 1718 AND AUTHORIZE THE DIRECTOR TO FILE IT WITH THE STATE LIBRARY ELECTRONICALLY*. Moved by Skold and seconded by Creighton; item opened for discussion.

Tennis inquired about a few significant variations between the FY1617 and FY1718 IPLAR reports, and between the current IPLAR and monthly statistical report. Bennett provided explanations. There being no further discussion, Corbett called for a roll call vote on the motion.

Roll Call Vote: Kuhlman, Tennis, Lindholm, Creighton, Skold, Corbett – aye; Lechuga – absent. 6 ayes, 0 nays, 1 absent. Motion carried.

Exhibit C.3 North Suburban Digital Consortium/OverDrive Contract Renewal

Corbett called for a motion to *AUTHORIZE THE DIRECTOR TO RENEW THE CONTRACT WITH THE NORTH SUBURBAN DIGITAL CONSORTIUM, FOR ANNUAL COLLECTION ASSESSMENT TO PURCHASE DIGITAL CONTENT AND HOSTING, AT A COST NOT TO EXCEED \$14,000*. Moved by Lindholm, seconded by Skold; item opened for discussion.

Bennett reiterated NSDC is a cost-sharing eBook and eAudiobook consortium that allows FRVPLD to provide a wide variety of popular digital titles. There was no further discussion.

Roll Call Vote: Kuhlman, Tennis, Lindholm, Creighton, Skold, Corbett – aye; Lechuga – absent. 6 ayes, 0 nays, 1 absent. Motion carried.

Exhibit C.4 Library Security Gates

Corbett called for a motion to *AUTHORIZE THE DIRECTOR TO PURCHASE NEW SECURITY GATES FROM BIBLIOTHECA, AT A COST NOT TO EXCEED \$12,000*. Moved by Lindholm, seconded by Skold; item opened for discussion.

Bennett explained the need to replace aging security gates. There was no further discussion; Corbett called for a roll call vote.

Roll Call Vote: Kuhlman, Tennis, Lindholm, Creighton, Skold, Corbett – aye; Lechuga – absent. 6 ayes, 0 nays, 1 absent. Motion carried.

Exhibit C.5 Resolution 2018-11 Accepting a Resignation and Declaring a Library Trustee Vacancy

Corbett called for a motion to *ADOPT RESOLUTION 2018-11 TO ACCEPT THE RESIGNATION OF MARGARET M. SKOLD, PH.D. AS A LIBRARY TRUSTEE AND DECLARE A VACANCY EFFECTIVE AUGUST 1, 2018*. Moved by Kuhlman and seconded by Lindholm. Corbett requested Secretary Creighton read the Resolution:

RESOLUTION NO. 2018-11
A RESOLUTION TO ACCEPT A RESIGNATION AND DECLARE A LIBRARY TRUSTEE VACANCY
(Margaret M. Skold, Ph.D. vacancy)

WHEREAS, Margaret M. Skold, Ph.D. (“Skold”) has served as a Library Trustee; and

WHEREAS, Skold submitted her resignation with an effective date of August 1, 2018; and

WHEREAS, the Library District Act of 1991, 75 ILCS 16/1-1 et seq. (the “Act”), provides that vacancies in the office of Library Trustee shall be declared by the Library Board when a Library Trustee declines to serve.

NOW, THEREFORE, BE IT RESOLVED by the Library Trustees of the Fox River Valley Public Library District as follows:

The Library Trustees hereby:

Accept Skold’s resignation effective August 1, 2018;

Declare a vacancy in the office of Library Trustee

This Resolution adopted July 31, 2018.

Corbett noted Skold’s years of service with the Friends of the Library prior to her nearly 12 years of service on the Library Board and spoke to her record of accomplishment on behalf of the community. Skold noted her

appreciation of the opportunity to serve, and satisfaction with and confidence in Bennett's leadership. There was no further discussion; motion approved by unanimous voice vote.

Exhibit C.6 Resolution 2018-12 Honoring Margaret M. Skold, Ph.D.

Corbett called for a motion to *ADOPT RESOLUTION 2018-12 TO RECOGNIZE LIBRARY BOARD VICE PRESIDENT AND PAST PRESIDENT MARGARET M. SKOLD, PH.D. FOR HER YEARS OF SERVICE ON THE BOARD OF TRUSTEES OF THE FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT.* Moved by Kuhlman and seconded by Creighton; Secretary Creighton read the Resolution:

RESOLUTION 2018-12
HONORING
MARGARET M. SKOLD, Ph. D.

Whereas, Margaret M. Skold ably served as Trustee of the Fox River Valley Public Library District from May 2007 through July 2018; and

Whereas, Margaret M. Skold served as President of the Library District from June 2011 until May 2017; and

Whereas, Margaret M. Skold served as Vice President of the Library District from May 2009 until May 2011, and again from May 2017 until July 2018; and

Whereas, Margaret M. Skold served as liaison in various roles including Physical Facilities, Compensation/ Salary & Benefits later known as Personnel, Policy, Ad Hoc for mentoring the new Library Director; and

Whereas, Margaret M. Skold was instrumental in setting long-range plans for the Library District, including Library expansion, due diligence in potential land acquisition for a permanent west side facility, leasing space for a temporary west side facility, renovation planning for the east side facility, re-naming the Library District; and

Whereas, Margaret M. Skold provided valuable insight in hiring a new Library Director; and

Whereas, Margaret M. Skold, a champion of compliance and transparency, was essential in updating Library policies, formalizing use of Parliamentary Procedure to improve decorum, ensuring information is accessible to the public; and

Whereas, Margaret M. Skold played a pivotal role in developing evaluation practices using goals and established measures; and

Whereas, Margaret M. Skold participated in selection of a new Library logo; and

Whereas, Margaret M. Skold was an integral member of the Friends of the Library prior to serving on the Board;

Therefore be it resolved that in recognition of her service to the Fox River Valley Public Library District, the Board of Trustees, on behalf of the residents, staff, and themselves, present to Marge this Resolution; and

Be it further resolved that on this, the 31st day of July, Two Thousand and Eighteen, this Resolution be presented to her and that its contents be spread upon the Minutes of this organization.

Motion approved by unanimous voice vote.

Bennett presented Skold with a gift from the Friends of the Library in appreciation of her service to the organization.

Board Discussion / Future Agenda Items

None

No other business was discussed and Corbett called for a motion to *ADJOURN.* Moved by Skold and seconded by Lindholm, the meeting was adjourned by unanimous voice vote at 8:32 PM.



Phyllis Creighton, Secretary