

**Fox River Valley Public Library District
Board of Trustee Meeting
September 18, 2018**

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

MINUTES

The meeting was called to order by President Richard Corbett at 7:00 PM. All present rose to recite the Pledge of Allegiance.

Roll Call

Members present:	President	Richard Corbett
	Secretary	Phyllis Creighton
	Treasurer	Brian Lindholm
	Trustee	Nikki Kuhlman
	Trustee	Mike Tennis

Members absent: Trustee Fred Lechuga

Others present: Director Roxane Bennett, Deputy Director Lauren Rosenthal, Kristina Weber, Jason Katsion, Keri Carroll, Elizabeth Forkan, Karin Nelson, Michael Lorenzetti, Karen Werle

President's Report

Corbett introduced Kristina Weber, selected for appointment to the Board. Weber spoke to her qualifications and background within the community.

Fill Trustee Vacancy

Exhibit C.1 Resolution 2018-13 to Appoint New Library Trustee

Corbett spoke to all interviewed candidates' qualifications and FRVPLDs requirements for the open position of Library Trustee due to Skold's retirement effective August 1, 2018. Weber's appointment will give Board representation to residents living in the Village of Gilberts. Corbett called for a motion to *ADOPT RESOLUTION 2018-13 TO APPOINT KRISTINA WEBER AS LIBRARY TRUSTEE*. Moved by Kuhlman and seconded by Lindholm the item was opened for discussion.

Tennis requested information on other candidates considered. There being no further discussion, Corbett called for a roll call vote.

Roll Call Vote: Kuhlman, Lindholm, Creighton, Corbett – aye; Tennis – abstain; Lechuga – absent. 4 ayes, 0 nays, 1 abstain, 1 absent. Motion carried.

Swearing in New Library Trustee; Fill Officer Vacancies

Secretary Creighton administered the Oath of Office to Weber; Trustee Weber seated. Corbett then announced appointments to fill officer vacancies, making a Chair Motion to *APPOINT CREIGHTON TO THE OFFICE OF VICE PRESIDENT AND KUHLMAN TO THE OFFICE OF SECRETARY FOR THE REMAINDER OF THE CURRENT TERM ENDING MAY 2019*. Seconded by Lindholm. Corbett spoke to the experience Creighton and Kuhlman would bring to their respective positions and opened the item for discussion. There being none, he called for a roll call vote to confirm the appointments.

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

Corbett then appointed Weber as Bylaws and Policy Liaison to fill the role previously held by Kuhlman.

Adjourn to Budget and Appropriation Hearing

Corbett called for a motion to *ADJOURN TO THE BUDGET AND APPROPRIATION HEARING*. Moved by Lindholm, seconded by Creighton. There was no discussion, meeting adjourned by unanimous voice vote at 7:09 PM.

The Board of Trustee's meeting was reconvened by President Corbett at 7:12 PM.

Roll Call

Members present:	President	Richard Corbett
	Vice President	Phyllis Creighton
	Secretary	Nikki Kuhlman
	Treasurer	Brian Lindholm
	Trustee	Mike Tennis
	Trustee	Kristina Weber

Members absent: Trustee Fred Lechuga

Others present: Director Roxane Bennett, Deputy Director Lauren Rosenthal, Jason Katsion, Keri Carroll, Elizabeth Forkan, Karin Nelson, Michael Lorenzetti, Karen Werle

President's Report, cont.

Corbett noted the effort FRVPLD made to inform the community of the four Board of Trustees seats that will be on ballot for the April 2019 Consolidated Election and to generate interest in the Election Workshop held earlier in the evening.

Public Comment

There was no public comment.

Officer Reports

Vice President Creighton – newly appointed; no report

Secretary Kuhlman – newly appointed; no report

Treasurer Lindholm – Spending continues to remain under budget.

Trustee Liaison Reports

Trustee Lechuga; Facilities – absent, no report

Trustee Tennis; Community Engagement – In August, Tennis attended the D300 Finance Committee and D300 Facilities Oversight Committee meetings, and a Board of Education Workshop. He reported on issues discussed.

Trustee Weber; Bylaws and Policy – newly appointed; no report. Former liaison Kuhlman noted two items on the evening's Agenda.

Director's Report

Per Capita Grant Requirement

The annual Per Capita Grant allows up to \$1.25 in state funding for every person in the District but requires specific training for the Board and staff in order for the Library to be eligible. Deputy Director Rosenthal presented a review of Trustee Facts File Chapters 6 through 10 covering how FRVPLD manages critical operational areas such as Intellectual Freedom, Strategic Planning, Human Resources, Facilities, and Budget & Finance.

Organizational Chart

Bennett noted the Organizational Chart has been updated to reflect internal staff moves to different positions and a restructuring of departmental staffing needs. All changes were made within the existing personnel budget.

Library Innovation of the Month

Purchasing, Acquisitions, and Technology Manager Nelson noted the Library's "Prize Picks" for popular books has expanded to include popular DVDs. These in-demand materials are circulated with one-week, non-renewable loan periods and cannot be reserved.

Illinois Public Library Annual Report (IPLAR) Update

Rosenthal reported the busy month of June was inadvertently omitted from previously reported statistics due to her recent medical leave. Incorporating those statistics shows FRVPLD fared far better in most performance

benchmarks than previously reported. An updated IPLAR Report has been filed with the State Library and is available on the Library's website.

FRVPLD Annual Report/Dashboard

Rosenthal presented an annual multi-year comparison of area libraries' performance compared with FRVPLD. Circulation and program attendance reflect improvement, however the comparison to other libraries with more space demonstrates FRVPLDs lack of space affects it's ability to fully provide for community needs.

Summer Reading Challenge Wrap-Up

Forkan and Carroll reported the Summer Reading statistics for signups and finishers exceeded expectations. A celebratory pool party for finishers at the end of the program drew over 700 participants!

Consent Agenda

Exhibit A.1

Items included in Consent Agenda

- A.1.a Minutes from the July 31, 2018 Board of Trustees Meeting
- A.1.b Check/Voucher Register – AP & Payroll Complete for July 2018 totaling \$290,414.63 and August 2018 totaling \$314,237.20
- A.1.c Monthly Financial Report for July 2018 and August 2018
- A.1.d Revenue Summary – All Funds Combined – Budget v Actual Revenues for July 2018 and August 2018
- A.1.e Revenue Summary – All Funds Combined by Period for July 2018 and August 2018
- A.1.f Expenditure Summary – All Funds Combined – Budget v Actual Expenses for July 2018 and August 2018
- A.1.g Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for July 2018 and August 2018
- A.1.h Expenditure Summary – All Funds Combined by Period for July 2018 and August 2018
- A.1.i Balance Sheet for July 2018 and August 2018
- A.1.j Ehlers Account Statement for July 2018 and August 2018

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

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

Corbett called for a motion to *APPROVE ITEM A.1.C MONTHLY FINANCIAL REPORT FOR JULY 2018 AND AUGUST 2018 AS PRESENTED*. Moved by Tennis and seconded by Kuhlman. Clarification was requested and provided regarding reported donations of \$5700. It was noted that a former library user's estate was recently settled. The donor will be acknowledged at a future meeting.

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

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

Unfinished Business

There was no unfinished business.

New Business

Exhibit C.2 Ordinance 2018-14 Budget and Appropriation

Corbett called for a motion to *APPROVE ORDINANCE 2018-13 BUDGET AND APPROPRIATION AS PRESENTED*. Moved by Lindholm and seconded by Creighton; item opened for discussion.

Bennett clarified that, for purposes of the B&A and the Annual Audit, the General Fund includes the Donation/Gift Fund. Tennis proposed an amended motion to *AMEND THE PRESENTED BUDGET AND APPROPRIATION ORDINANCE REDUCING PERSONNEL SERVICES AND BENEFITS ESTIMATED EXPENDITURES IN THE GENERAL*

CORPORATE FUND FROM \$2,110,500 BY A REDUCTION OF \$126,000 TO \$1,984,500 THEREBY DECREASING THE TOTAL APPROPRIATION OF \$4,172,420 TO \$4,046,420. There was no second, proposed motion failed. There was no further discussion, Corbett recalled the original motion, and called for a roll call vote on it.

Roll Call Vote: Weber, Lindholm, Kuhlman, Creighton, Corbett – aye; Tennis – nay; Lechuga – absent. 5 ayes, 1 nay, 1 absent. Motion carried.

Exhibit C.3 Purchasing and Authority to Spend Policy

Corbett called for a motion to *APPROVE THE PURCHASING AND AUTHORITY TO SPEND POLICY AS PROPOSED*. Moved by Kuhlman and seconded by Creighton; item opened for discussion.

Bennett noted that during the Comprehensive Annual Financial Report process, it was recommended a formal purchasing and authority to spend policy be adopted by the Board. FRVPLD already has robust procedures in place that control purchasing and spending. Procedures include a spending limit of \$7500 for the Director, above which Board approval is necessary. This limit was approved by the Board in May 2009. The proposed policy language reflects the library's current practice. Tennis proposed the Director's limit be increased up to \$10,000 for both single purchases and the cumulative value of multi-year contracts. This increase allows for inflation and is half the proposed Emergency Purchases limit of \$20,000. Following wording clarifications, Trustees reached consensus. There being no further discussion, Corbett called for a roll call vote to *APPROVE THE PURCHASING AND AUTHORITY TO SPEND POLICY AS PROPOSED WITH THE FOLLOWING LANGUAGE REVISIONS TO THE "AUTHORITY TO SPEND" SECTION: A) THE LIBRARY DIRECTOR IS AUTHORIZED TO SPEND ~~\$7500 OR LESS~~ UP TO \$10,000 ON INDIVIDUAL PURCHASES OR CONTRACTS WITHOUT PRIOR BOARD APPROVAL AND MAY DELEGATE SPENDING AUTHORITY WITHIN THIS LIMIT TO STAFF. B) THE BOARD MUST AUTHORIZE ALL PURCHASES AND CONTRACTS IN EXCESS OF \$7500, AND ALL MULTI-YEAR CONTRACTS OF \$10,000 OR MORE INCLUDING ALL MULTI-YEAR CONTRACTS WHOSE CUMULATIVE VALUE EQUALS OR EXCEEDS \$10,000. THE FOLLOWING SECTION: "PURCHASES GREATER THAN \$7500" SHALL BE TITLED "PURCHASES OF \$10,000 OR MORE"*.

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

Exhibit C.4 Bylaws Update

Corbett called for a motion to *APPROVE THE BYLAWS UPDATE REVISING TRUSTEE ELIGIBILITY QUALIFICATIONS AND THE BOARD SECRETARY'S DUTIES AS PROPOSED*. Moved by Creighton, seconded by Tennis; item opened for discussion.

Corbett noted additional qualifications for eligibility to serve as a Library Trustee became law in August. Although the Board Secretary serves as their Open Meetings Act Designee this duty was not delineated in the current Bylaws. The recommended Update incorporates these changes into the Bylaws. Motion carried by unanimous voice vote.

Exhibit C.5 Equipment Maintenance Contract Renewal – Bibliotheca (3M)

Corbett called for a motion to *AUTHORIZE THE DIRECTOR TO RENEW THE ANNUAL EQUIPMENT MAINTENANCE AGREEMENTS FOR BIBLIOTHECA/3M EQUIPMENT/SOFTWARE IN AN AMOUNT NOT TO EXCEED \$45,000*. Moved by Lindholm, seconded by Tennis; item opened for discussion.

Corbett stated Bibliotheca services the District's self-checks, sorters, DVD unlockers, and gate counters. Account Services/IT Manager Katsion noted these services are essential to District operations.

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

Exhibit C.6 Approve Board Travel Requests

Corbett called for a motion to *AUTHORIZE REIMBURSEMENT OF UP TO \$150 FOR LODGING AND MEAL EXPENSES PLUS MILEAGE AT THE IRS RATE FOR EACH LIBRARY TRUSTEE ATTENDING TRUSTEE DAY AT THE ILLINOIS LIBRARY ASSOCIATION (ILA) CONFERENCE IN PEORIA, ILLINOIS. IN ADDITION, THE LIBRARY WILL COVER THE ADVANCE REGISTRATION COST OF \$200*. Moved by Kuhlman and seconded by Tennis; item opened for discussion.

Corbett noted expenses incurred in travel associated with Library Board responsibilities by law must be authorized and approved in open session. ILA's Trustee Day is October 11, 2018; a maximum of \$150 for lodging and meals plus mileage is proposed. As a member of the Trustee Forum sponsoring Trustee Day, Corbett will participate. All Trustees are encouraged to attend. Travel receipts will come before the Board for approval at a future meeting. There was no further discussion, Corbett called for a roll call vote.

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

Exhibit C.7 Resolution 2018-15 Proclamation of Friends of the Library Week

Corbett called for a motion to *ADOPT RESOLUTION 2018-15 DECLARING OCTOBER 21-27, 2018 FRIENDS OF THE LIBRARY WEEK*. Moved by Creighton, seconded by Tennis; item opened for discussion. Corbett noted the District's Friends of the Library perform tirelessly on behalf of the Library. There was no further discussion, motion approved by unanimous voice vote.

Secretary Kuhlman read the Proclamation into the Minutes:

RESOLUTION 2018-15
FRIENDS OF THE LIBRARY WEEK
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT

Whereas, the Friends of the Fox River Valley Public Library District raise money that enables our library to provide needed resources for adult programming, class visits for all 2nd graders in the Library District, technology equipment, and special events throughout the year;

Whereas, the work of the Friends highlights, on an on-going basis, the fact that our library is the cornerstone of the community providing opportunities for all to engage in the joy of life-long learning and connect with the thoughts and ideas of others from ages past to the present;

Whereas, the Friends understand the critical importance of well funded libraries and advocate to ensure that our library gets the resources it needs to provide a wide variety of services to all ages including access to print and electronic materials, along with expert assistance in research, readers' advisory, and children's services;

Whereas, the Friends' gift of time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community;

Now, therefore, be it resolved that the Board of Trustees of the Fox River Valley Public Library District proclaims October 21-27, 2018, as Friends of the Library Week in the Fox River Valley Public Library District, urges everyone to join the Friends of the Library, and thanks them for all they do to make our library and community so much better.

Corbett presented the Resolution to Friends of the Library in appreciation for their service.

Board Discussion / Future Agenda Items

None

No other business was discussed and Corbett called for a motion to *ADJOURN*. Moved by Tennis and seconded by Creighton, the meeting was adjourned by unanimous voice vote at 9:02 PM.

Nikki Kuhlman, Secretary