

**Fox River Valley Public Library District
Board of Trustee Meeting
November 13, 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
 Vice President Phyllis Creighton
 Treasurer Brian Lindholm
 Secretary Nikki Kuhlman
 Trustee Fred Lechuga
 Trustee Mike Tennis
 Trustee Kristina Weber

Members absent: None

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

Public Comment

There was no public comment.

President's Report

Corbett noted the upcoming Illinois Public Library's (ILA) Trustee Training is March 16, 2019 in Oakbrook. Trustee Lechuga will not seek re-election in the April 2019 Consolidated Election. He is an outspoken advocate for electronic resources and for community input on Fox River Valley Public Library District (FRVPLD). Lechuga will serve out his present term ending in May, and will be greatly missed. The December Agenda will be pared down to a minimum in order to accommodate extended discussion time on the Director's annual evaluation.

Officer Reports

Vice President Creighton – no report

Secretary Kuhlman – no report

Treasurer Lindholm – no report

Trustee Liaison Reports

Trustee Lechuga; Facilities – no report

Trustee Tennis; Community Engagement – A written report summarizing business conducted at recent School District 300 and Dundee Township meetings was distributed to trustees previously. No discussion resulted.

Trustee Weber; Bylaws and Policy – no report

Director's Report

Per Capita Grant Requirement – Illinois Veterans History Project

Adult and Teen Services Manager Heather Zabski reviewed the process by which Illinois Veterans can preserve their names, service history and stories through a resource provided by the Illinois State Library. Multimedia resources are utilized in the preservation process. Zabski explained how veterans submit their history, and how the public can access this material. Information for any interested veteran is available at FRVPLD in the community news area. Zabski had previously presented the Project to library staff.

OpenGov Presentation

FRVPLDs "Core Values include "Transparent Governance" and the District Priorities detail "Support transparent fiscal and fiduciary practices." Deputy Director Lauren Rosenthal reviewed a software service, OpenGov, that enables local governments to present financial and operational information to the public in an easily accessible, understandable, and user-friendly format. The current method of statistical reporting in use by FRVPLD has become unwieldy. Accurate reporting requires many hours of data compilation from multiple locations in different software programs. This process is familiar only to Rosenthal due to its complexity. With OpenGov, financial and non-financial information collected by staff and recorded on a spreadsheet is exported to a custom interface configured by OpenGov. The software then displays the data in an interactive format via the library's website providing visualization and analysis easily accessible to both the Board and the public. Additionally, there is an available citizen engagement component, Online Town Hall, that encourages citizen input in decision-making by making participation easy and convenient.

Bennett noted the READ posters put together by Public Relations and Outreach Specialist Kirstin Finneran from staff-supplied photographs that highlight their reading interests. Trustees offered comment on reported statistics, and Bennett recapped recent School District 300 initiatives highlighting all-day kindergarten and redistricting to even out school populations. Ideas for new bi-lingual programming gleaned from Bennett's recent attendance at the Illinois Library Association conference will be discussed with managers.

Consent Agenda

Exhibit A.1 Items included in Consent Agenda

- A.1.a Minutes from the October 16, 2018 Board of Trustees Meeting
- A.1.b Check/Voucher Register – AP & Payroll Complete for October 2018 totaling \$212,469.23
- A.1.c Monthly Financial Report for October 2018
- A.1.d Revenue Summary – All Funds Combined – Budget v Actual Revenues
- A.1.e Revenue Summary – All Funds Combined by Period
- A.1.f Expenditure Summary – All Funds Combined – Budget v Actual Expenses
- A.1.g Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location
- A.1.h Expenditure Summary – All Funds Combined by Period
- A.1.i Balance Sheet for October 2018
- A.1.j Ehlers Account Statement for October 2018
- A.1.k Ordinance 2018-18 Library Holiday Closings for 2019

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

Roll Call Vote: Weber, Tennis, Lechuga, Lindholm, Kuhlman, Creighton, Corbett – aye. 7 ayes, 0 nays, 0 absent. Motion carried.

Corbett then called for a motion to *APPROVE EXHIBIT A.1.C AS PRESENTED*. Moved by Creighton, seconded by Kuhlman. Item opened for discussion; Tennis noted areas of increased spending against an anticipated decrease in revenues. There being no further discussion, Corbett called for a roll call vote.

Roll Call Vote: Weber, Tennis, Lechuga, Lindholm, Kuhlman, Creighton, Corbett – aye. 7 ayes, 0 nays, 0 absent. Motion carried.

Unfinished Business

There was no unfinished business.

New Business

Exhibit C.1 Ordinance 2018-19 Tax Levy

Corbett called for a motion to *ADOPT ORDINANCE 2018-19 LEVYING TAXES IN THE AMOUNT OF \$3,474,192 FOR FISCAL YEAR 2018-2019*. Moved by Tennis, seconded by Lindholm. Item opened for discussion.

Corbett noted significant discussion occurred at the October meeting; there being no further discussion he called for a roll call vote.

Roll Call Vote: Weber, Tennis, Lechuga, Lindholm, Kuhlman, Creighton, Corbett – aye. 7 ayes, 0 nays; motion carried.

Exhibit C.2 OpenGov Software Contract

Corbett called for a motion to *AUTHORIZE THE DIRECTOR TO ENTER INTO A 5-YEAR AGREEMENT WITH OPENGOV FOR STORY BUILDING AND TRANSPARENCY SOFTWARE AT AN ANNUAL COST OF \$3,214, AND INITIAL CONFIGURATION FEES FOR BASIC CITIZEN ENGAGEMENT AT A ONE-TIME COST OF \$6,820*. Moved by Kuhlman, seconded by Lindholm; item opened for discussion.

Corbett noted the proposal is to purchase the transparency and story-building modules from OpenGov, and to consider adding the citizen engagement module in the future. During discussion, trustees posed several questions about expected usage, costs, and the experience of other OpenGov customers which were not currently answerable by staff. Administration offered to do additional research on options including the additional cost to add the citizen engagement module and bring a revised proposal back to a future meeting.

Tennis moved to *TABLE THE OPENGOV SOFTWARE CONTRACT UNTIL JANUARY*. Seconded by Lindholm. Corbett called for a voice vote on the motion to TABLE and it was approved unanimously.

Exhibit C.3 Annual Tresurer's Report

Corbett called for a motion to *APPROVE THE ANNUAL TREASURER'S REPORT*. Moved by Tennis, seconded by Kuhlman; item opened for discussion.

Bennett noted the Report is an annual account of receipts and disbursements by category during the fiscal year. There being no further discussion Corbett called for a roll call vote.

Roll Call Vote: Weber, Tennis, Lechuga, Lindholm, Kuhlman, Creighton, Corbett – aye. 7 ayes, 0 nays; motion carried.

Exhibit C.4 Approve Comprehensive Annual Financial Report (CAFR)

Corbett called for a motion to *APPROVE THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) FOR FISCAL YEAR 2017-2018*. Moved by Lindholm and seconded by Creighton, item opened for discussion.

Corbett noted the extensive review that took place during the October meeting and inquired if there were any questions or comments. There being none he called for a roll call vote.

Roll Call Vote: Weber, Tennis, Lechuga, Lindholm, Kuhlman, Creighton, Corbett – aye. 7 ayes, 0 nays; motion carried.

Exhibit C.5 Report of the Closed Session Minutes Review and Destruction of Audio Recordings made prior to May 13, 2017

Corbett called for a motion to *APPROVE THE REPORT OF THE CLOSED SESSION MINUTES REVIEW, OPEN JUNE 19, 2018 EXECUTIVE SESSION MINUTES, AND DESTRUCTION OF AUDIO RECORDINGS MADE PRIOR TO MAY 13, 2017*. Moved by Creighton and seconded by Weber, item opened the item for discussion.

He noted statute sets the requirement for closed session minutes to be reviewed semi-annually to make a determination if the need for confidentiality still exists, and allows for destruction of the verbatim record of closed session meetings. Kuhlman and Tennis conducted the review and made their recommendations to the Board. There being no further discussion, Corbett called for a roll call vote.

Roll Call Vote: Weber, Tennis, Lechuga, Lindholm, Kuhlman, Creighton, Corbett – aye. 7 ayes, 0 nays; motion carried.

Exhibit C.6 Appoint Deputy Clerks to Accept Nominating Petitions

Corbett called for a motion to *APPOINT JASON KATSION AND KAREN WERLE AS DEPUTY CLERKS TO ACCEPT TRUSTEE NOMINATING PETITIONS FOR THE OFFICE OF LIBRARY TRUSTEE*. Moved by Tennis, seconded by Lindholm, item opened for discussion.

Corbett stated while statutes identify the Library Board Secretary as the Local Election Authority for the Library District, it allows for the Board to appoint library staff members to act in the place of the Secretary for the purpose of accepting nominating petitions for candidates during the filing period of December 10 through December 17, 2018. There were no other comments or discussion, Corbett called for a roll call vote.

Roll Call Vote: Weber, Tennis, Lechuga, Lindholm, Kuhlman, Creighton, Corbett – aye. 7 ayes, 0 nays; motion carried.

Exhibit C.7 Per Capita Grant – Discussion Only

The draft application is provided to the Board for comment, questions, or feedback. A grant allocation of up to \$1.25 per capita is available to public libraries that comply with the criteria each year and submit an application on or before the deadline to file. Grant funds help public libraries improve and increase library services to their service areas. The Library received 2018 Per Capita Grand funds of \$86,672.50. The actual allocation received will be based upon the funds appropriated by the legislature for the program in the upcoming year, if they choose to do so. The application details how past grant monies were utilized, that requirements have been met, and outlines spending plans for any monies allocated in the next fiscal year. Bennett noted attendance at the Public Library Association conference for up to 4 staff members is a planned use for grant funds because it is the best source of continuing education and inspiration for professional library staff.

Board Discussion

Bennett noted the recent purchase of four parcels in FRVPLDs service area by the Kane County Forest Preserve. The parcels are removed from the tax rolls for future years, but property tax revenue loss will be negligible because they are vacant land.

Corbett announced there would be no Executive Session; no other business was conducted and he called for a motion to *ADJOURN*. Moved by Lindholm and seconded by Tennis, the meeting was adjourned by unanimous voice vote at 8:51 PM.