

**Fox River Valley Public Library District
Board of Trustee Meeting
January 15, 2019**

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

MINUTES

The meeting was called to order by President Richard Corbett at 7:03 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, Brittany Berger, Kirstin Finneran, Mary Povilonis, Dee Hughes, Kevin Polcyn, Karen Werle

Public Comment

There was no public comment.

President's Report

Corbett noted two upcoming Illinois Library Association events, the annual Legislative Meet-Up in February and Trustee Forum Workshop in March, are fast approaching. The library has budgeted for trustee attendance at these events. Please let Director Bennett know if you can attend either or both.

Officer Reports

Vice President Creighton – no report

Secretary Kuhlman – no report

Treasurer Lindholm – Lindholm noted the Cash Flow Analysis illustrates investment strategies and cash flow throughout the fiscal year. There was brief discussion on rate comparisons.

Trustee Liaison Reports

Trustee Lechuga; Facilities – no report

Trustee Tennis; Community Engagement – A written report on an informative meeting with Elgin Community College's Associate Dean Wenzel was distributed to Trustees previously. There was no discussion.

Trustee Weber; Bylaws and Policy – Weber noted two policies on the agenda for discussion.

Director's Report

Staff Recognition

Bennett recognized staff members for their years of service to the Library District: Delfina Saravia for 10 years, Gemma Winger, Mary Povilonis and Karen Werle for 15 years, Jason Katsion for 20 years, and Kevin Polcyn for 25 years.

Library Innovation of the Month

Youth Services Librarian Brittany Berger presented an overview of a new collection – Early Learning Kits geared toward children aged 0-6 years. The popularity of STEAM Kits and American Girl Kits suitable for older children led to the expansion into Early Learning Kits, a ‘hands-on’ tool to assist development of kindergarten readiness skills. They are presently available for checkout at the Dundee Library for one week loan periods.

Strategic Plan Update

Deputy Director Lauren Rosenthal noted progress made on the Strategic Plan. General discussion will take place during the February meeting.

There was discussion on the December Dashboard statistics. Bennett identified March or April as the anticipated target month for OpenGov reporting to begin.

Consent Agenda

Exhibit A.1 Items included in Consent Agenda

- A.1.a Minutes from the December 18, 2018 Board of Trustees Meeting
- A.1.b Minutes from the December 20, 2018 Board of Trustees Special Meeting
- A.1.c Check/Voucher Register – AP & Payroll Complete for December 2018 totaling \$264,425.06
- A.1.d Monthly Financial Report for December 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 December 2018
- A.1.k Ehlers Account Statement for December 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 Tennis and seconded by Weber. There was no 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.

Corbett then called for a motion to *APPROVE EXHIBIT A.1.D AS PRESENTED*; moved by Lindholm, seconded by Creighton. There was discussion on an expenditures comparison; Corbett then 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 Library Card Policy Update

Bennett noted a change in state statutes last summer allows libraries to offer cards to business owners who lease rather than own property that is taxed for library service. In order for FRVPLD to do so, a change to the Library Card policy is required. Weber has reviewed the updated language.

Corbett called for a motion to *ADOPT THE LIBRARY CARD POLICY UPDATE AS PROPOSED*. Moved by Tennis, seconded by Kuhlman. There was no further discussion.

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

Exhibit C.2 Ordinance 2019-01 Nonresident Cards

Corbett called for a motion to *ADOPT ORDINANCE 2019-01 NONRESIDENT CARDS*. Moved by Kuhlman and seconded by Creighton; Bennett noted that this annually required ordinance has been updated to be consistent with the previous updated Library Card Policy regarding nonresidents who lease business property. There was no further discussion and 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.3 Reference and Readers Advisory Policy

Corbett called for a motion to *ADOPT THE REFERENCE AND READERS ADVISORY POLICY AS PROPOSED*. Moved by Weber and seconded by Lindholm. The Library provides assistance to connect all patrons with resources and materials that meet their interests in both physical and digital format. Adoption of a Board approved reference and reader’s service policy is recommended. Weber has reviewed the policy drafted by Adult and Teen Services and examined by Administration.

There being no further discussion, Corbett called for a roll call vote.

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

There was brief discussion on impact fees owed to the Library District from West Dundee; a plan for spending on capital projects or similar needs must be developed in order to request those funds.

Executive Session

Corbett noted there would be an Executive Session under 5 ILCS 120/2 (c)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity; and 5 ILCS 120/2(c)(21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. There would be no action taken upon return to open session. He called for a *MOTION TO ADJOURN TO EXECUTIVE SESSION*; moved by Tennis, seconded by Creighton.

Meeting adjourned by unanimous voice vote at 8:12 PM.

Return to Open Session

The meeting was called to order by President Richard Corbett at 9:34 PM.

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

No other business was conducted and Corbett called for a motion to *ADJOURN*. Moved by Tennis and seconded by Lindholm, the meeting was adjourned by unanimous voice vote at 9:35 PM.



Nikki Kuhlman, Secretary

