

**Fox River Valley Public Library District
Board of Trustee Meeting
May 21, 2019**

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

MINUTES

Oath of Office

The Oath of Office was given to reelected Trustees Richard Corbett and Kristina Weber, and to newly elected Trustee Chris Evans.

Nomination and Election of President Pro Tem

President Corbett called for a nomination for President Pro Tem. Evans nominated Corbett, seconded by Tennis. Corbett inquired if there were other nominations; hearing none, Corbett was elected unanimously by voice vote.

Nomination and Election of Secretary Pro Tem

Corbett called for a nomination for Secretary Pro Tem. Weber was nominated by Tennis and seconded by Evans. Corbett inquired if there were other nominations; hearing none, Weber was elected unanimously by voice vote.

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

Roll Call

Members present:	President Pro Tem	Richard Corbett
	Secretary Pro Tem	Kristina Weber
	Trustee	Chris Evans
	Trustee	Mike Tennis

Members absent:	Trustee	Brian Lindholm
	Trustee	Nikki Kuhlman

Others present: Director Roxane Bennett, Jason Katsion, John Sabala, Heather Zabski, Karin Nelson, Michael Lorenzetti, Keri Carroll, Monica Boyer, Tom Wajda, Karen Werle

Election of New Board Officers

Tennis and Kuhlman consulted and Tennis presented a slate of candidates and their qualifications for consideration as Board officers. For President, Richard Corbett; Vice President, Kristina Weber; Treasurer, Brian Lindholm; and Secretary, Nikki Kuhlman. Corbett called for a motion to *ACCEPT THE SLATE OF CANDIDATES PRESENTED*; moved by Evans and seconded by Tennis. Corbett asked if there were any other nominations for Board officers. There being none, he called for a roll call vote.

Roll Call Vote: Evans, Weber, Tennis, Corbett – aye. 4 ayes, 0 nays, 2 absent, 1 vacancy. Motion carried.

Public Comment

There was no public comment.

President's Report

Corbett noted a vacancy on the Board of Trustees will be officially declared later in the meeting. Candidates were sought and interviews will take place. It is expected the selected candidate will be presented to the Board for appointment at the June meeting.

Area businesses and organizations have donated to the Summer Reading Challenge; those donations will be acknowledged in June. Fox River Valley Public Library District (FRVPLD) is very grateful to the community for its financial and volunteer support of the Library's premier summer event.

Trustee Liaison Reports

Trustee Tennis; Community Engagement – A written report on Tennis' attendance at a Dundee Township Republican Organization meeting was noteworthy for its findings on voter turnout, which was near record lows despite an uptick in registration. Tennis also attended three Sleepy Hollow Finance Committee meetings.

Director's Report

Bennett reported on FRVPLDs June programs in support of Pride month. A \$6000 member rebate was received from Cooperative Computer Services (CCS), FRVPLDs computer consortium. Bennett introduced John Sabala, FRVPLDs new IT Manager. He comes to FRVPLD with a background in IT management in the private sector.

Comprise Technologies Presentation

Account Services and IT Network Manager Jason Katsion presented an overview of Comprise Technologies, an updated hardware and integrated software system. Comprise will address one of FRVPLDs strategic goals by greatly improving patron self-service in the areas of printing, checkouts, fine payments, and fax while protecting patron security. It is compatible with Polaris, FRVPLDs integrated library system, and customizable. Comprise will address issues that have prevented smooth operation of library services due to outdated hardware from different providers that does not integrate smoothly. Cash and credit will be accepted methods of payment.

Summer Reading and Summer Lunches Presentations

Randall Oaks Manager Keri Carroll shared a Summer Reading video created by Teen Services Librarian Danielle Pacini. Programs for teens and youth have been designed around this year's theme 'A Universe of Stories'. FRVPLDs annual Summer Reading Kickoff Picnic is set for June 3rd, from 6:00 – 8:00 PM on the Library's front lawn. There will be entertainment, crafts, prizes, a book basket raffle, popcorn, and lemonade, made possible with financial and volunteer assistance from FRVPLDs Friends of the Library. Everyone who finishes the Summer Reading Challenge will receive a ticket to the Dolphin Cove Pool Party. Adult, Teen and Youth signups are exceeding expectations.

Youth Services Manager Monica Boyer reviewed the free Summer Lunch Program FRVPLD is hosting again this year for children 18 years and younger. Beginning June 3rd, it will run through August 12th, from 12 noon until 1 PM Monday through Friday. There are volunteer opportunities available to assist in the program; signup is through the Library's website. Funding for the program is through the Northern Illinois Food Bank.

Consent Agenda

Exhibit A.1 Items included in Consent Agenda

- A.1.a Minutes from the April 16, 2019 Board of Trustees Meeting
- A.1.b Check/Voucher Register – AP & Payroll Complete for April 2019 totaling \$223,070.01
- A.1.c Monthly Financial Report for April 2019
- 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 April 2019
- A.1.j Ehlers Account Statement for April 2019

Corbett inquired if there were any items Trustees would like removed for further discussion. Hearing none, he called for a motion to *APPROVE CONSENT AGENDA ITEMS A.1.A THROUGH A.1.J. AS PRESENTED*. Moved by Tennis and seconded by Evans, Corbett called for a roll call vote.

Roll Call Vote: Evans, Weber, Tennis, Corbett – aye. 4 ayes, 0 nays, 2 absent, 1 vacancy. Motion carried.

Unfinished Business

There was no unfinished business.

New Business

Exhibit C.1 Resolution 2019-06 to Declare a Vacancy on Library Board of Trustees

Corbett called for a motion to *ADOPT RESOLUTION 2019-06 TO DECLARE A LIBRARY TRUSTEE VACANCY EFFECTIVE MAY 21, 2019*. Moved by Tennis and seconded by Evans, Corbett noted the Board is required by statute to first declare a vacancy in order to appoint someone to fill the vacancy until the next regular election in 2021. There was no discussion; Corbett called for a roll call vote.

Roll Call Vote: Evans, Weber, Tennis, Corbett – aye. 4 ayes, 0 nays, 2 absent, 1 vacancy. Motion carried.

Exhibit C.2 Self-Service Hardware/Software Purchase – Comprise Technologies Contract

Corbett called for a motion to *AUTHORIZE THE DIRECTOR TO CONTRACT WITH COMPRISE TECHNOLOGIES FOR SMART KIOSKS ACCEPTING BOTH CASH AND CREDIT FOR PURCHASES AND PAYMENT OF FEES; AND FOR INTEGRATED PATRON SELF-SERVICE SOFTWARE PROVIDING PC-RESERVATION, WIRELESS PRINTING, AND PRINT/COPY/SCAN/FAX FUNCTIONALITY AT A PRICE NOT TO EXCEED \$42,500 OVER 5 YEARS*. Moved by Evans and seconded by Tennis. Katsion's informative presentation was noted, there was no discussion. Corbett called for a roll call vote.

Roll Call Vote: Evans, Weber, Tennis, Corbett – aye. 4 ayes, 0 nays, 2 absent, 1 vacancy. Motion carried.

Exhibit C.3 Internet Services Contracts – Illinois Century Network (ICN) and AT&T

Corbett called for a motion to *AUTHORIZE THE DIRECTOR TO CONTRACT WITH AT&T TO PROVIDE THE CIRCUIT FOR A 50MBPS INTERNET CONNECTION AT A TOTAL VALUE OF \$11,500 OVER 3 YEARS; AND TO CONTRACT WITH ICN TO PROVIDE THE BANDWIDTH AND EGRESS AT A TOTAL VALUE OF \$15,390 OVER 3 YEARS*. Moved by Evans and seconded by Tennis, Bennett noted FRVPLD contracts for two internet lines in order to provide a fail-safe system for continued service in the event one line fails. ICN and AT&T work together as one service for which FRVPLD receives substantial rebates; the Library also contracts with Comcast as an internet service provider. There was no further discussion; Corbett called for a roll call vote.

Roll Call Vote: Evans, Weber, Tennis, Corbett – aye. 4 ayes, 0 nays, 2 absent, 1 vacancy. Motion carried.

Exhibit C.4 Lighting Improvements – Windy City Lighting Contract

Corbett called for a motion to *AUTHORIZE THE DIRECTOR TO CONTRACT WITH WINDY CITY LIGHTING FOR THE REPLACEMENT OF 15 SETS OF TRACK LIGHTING AT THE DUNDEE LIBRARY AT A PRICE NOT TO EXCEED \$13,000*. Moved by Tennis and seconded by Evans, Bennett explained the lighting to be replaced has not performed satisfactorily and is unreliable. LED upgrades will be incorporated moving forward. Corbett called for a roll call vote.

Roll Call Vote: Evans, Weber, Tennis, Corbett – aye. 4 ayes, 0 nays, 2 absent, 1 vacancy. Motion carried.

Corbett noted there would be no Executive Session this evening. He inquired if there were any topics Trustees would like to raise for discussion in the future. Hearing none, there was no further discussion or business conducted and Corbett called for a motion to *ADJOURN*. Moved by Weber and seconded by Tennis, meeting adjourned by unanimous voice vote at 8:27 PM.