

**Fox River Valley Public Library District  
Board of Trustee Meeting  
September 17, 2019**

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

**MINUTES**

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

**Roll Call**

Members present:	President	Richard Corbett
	Vice Pres	Kristina Weber
	Treasurer	Brian Lindholm
	Secretary	Nikki Kuhlman
	Trustee	Mike Tennis
	Trustee	Chris Evans

Members absent: Trustee Dave Nutt

Others present: Director Lauren Rosenthal, Assistant Director Heather Zabski, Kirstin Finneran, Brittany Berger, Monica Boyer, Keri Carroll, Jason Katsion, John Sabala, Erica Acevedo, Karin Nelson, Joseph Olsen, Tom Dangieri, Karen Werle

**Adjourn to Budget and Appropriation Hearing**

Corbett called for a motion to *ADJOURN TO THE BUDGET AND APPROPRIATION HEARING*. Moved by Weber and seconded by Evans. There being no discussion, meeting adjourned by unanimous voice vote at 7:02 PM.

**Return to Regular Board of Trustees Meeting**

The Board of Trustees meeting was reconvened by President Corbett at 7:05 PM.

**Roll Call**

Members present:	President	Richard Corbett
	Vice Pres	Kristina Weber
	Treasurer	Brian Lindholm
	Secretary	Nikki Kuhlman
	Trustee	Mike Tennis
	Trustee	Chris Evans

Members absent: Trustee Dave Nutt

Others present: Director Lauren Rosenthal, Assistant Director Heather Zabski, Kirstin Finneran, Brittany Berger, Monica Boyer, Keri Carroll, Jason Katsion, John Sabala, Erica Acevedo, Karin Nelson, Joseph Olsen, Tom Dangieri, Karen Werle

President Corbett noted the presence of visiting Trustee Joe Olsen of the Bartlett Public Library District.

**Public Comment**

There was no public comment.

## **President's Report**

Corbett noted recent improvements to library grounds. There will be a Committee of the Whole Meeting on November 16<sup>th</sup> to discuss the results of the Community Survey Director Rosenthal will outline later in the meeting. Corbett thanked Library staff and Trustees for volunteering at Heritage Fest, noting many visitors to the library booth participated in the online survey and enjoyed its prize wheel. Evans spoke of the opportunity to connect with the community.

## Officer Reports

Treasurer Lindholm noted an uptick in spending for August due to three payroll periods falling into that month; spending is consistent with previous months. There were no other Officer reports.

## Liaison Reports

No other reports.

## **Director's Report**

### Library Innovation of the Month

Prior to the start of the meeting, Trustees had an opportunity to experience FRVPLD's new Virtual Reality equipment. Adult and Teen Services (ATS) Assistant Erica Acevedo noted a recent VR Open House attracted enthusiastic patrons of all ages to the library, and outlined plans for programming and use. She explained the quality of the equipment is such that it can be updated to accommodate future developments in technology.

### Summer Reading Challenge Wrap-Up

Account Services Manager Keri Carroll and Youth Services Manager Monica Boyer recapped the Summer Reading Challenge. Statistics were provided on participants, Challenge 'finishers', and the pool party at Dolphin's Cove that wrapped up the event with over 500 attending! Total participants exceeded the numbers from years past, although the finishers were down a bit, likely due to the more challenging tasks emphasizing Library services.

### Department Reports and Dashboard

Corbett noted the Kane County Coroner reached out to FRVPLD for assistance. ATS Manager Jason Katsion explained the Coroner's office wanted to create a copy of their seal to affix to metal buckets for National Night Out. The Library was able to meet that need thanks to the design talent of Teen Librarian Danielle Pacini and her level of expertise working with the Silhouette Cameo precision cutting machine, one of many pieces of equipment available to patrons in Corner 68. Trustees noted FRVPLD's outreach to schools.

### Annual Dashboard

Assistant Director Heather Zabski presented information on how FRVPLD compares to the ten largest library districts in Illinois. Out of 340 districts in the state, FRVPLD is the 7<sup>th</sup> largest yet its cost per capita and square footage are among the lowest. Program attendance increased by 11% but is not expected to grow substantially from that figure due to limited meeting space. Checkouts have increased by 20% with an assist from automatic renewals. Library visits are trending down due to the favorable economic climate.

### Community Survey Results

Director Lauren Rosenthal noted after consultation, Reaching Across Illinois Library System (RAILS) has contracted with OpenGov to offer online reporting and citizen engagement to all libraries at a cost savings. FRVPLD was the first library in the nation to use OpenGov. She reported the library's first online survey using OpenGov's Open Town Hall generated 744 public and private responses to the question of what patrons preferred in terms of location for their library. Two facilities on either side of the district was the first choice; one centrally located library was second, increasing square footage at the Dundee Library, third, and no change to existing facilities, fourth. Responses came in from all communities served by FRVPLD. A Committee of the Whole Meeting of the Board of Trustees will be held at 9 AM on November 16 at the West Dundee Safety Center on Carrington Drive. Its purpose is to determine the path forward for FRVPLD based on the community survey results and comments. Rosenthal will explore all possible options suggested by the survey results prior to the meeting.

## Consent Agenda

### Exhibit A.1 Items included in Consent Agenda

- A.1.a Minutes from the July 30, 2019 Board of Trustees Meeting
- A.1.b Check/Voucher Register – AP & Payroll Complete for July 2019 totaling \$334,676.38
- A.1.c Monthly Financial Report for July 2019
- A.1.d Revenue Summary – All Funds Combined – Budget v Actual Revenues for July 2019
- A.1.e Expenditure Summary – All Funds Combined – Budget v Actual Expenses for July 2019
- A.1.f Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for July 2019
- A.1.g Balance Sheet for July 2019
- A.1.h Check/Voucher Register – AP & Payroll Complete for August 2019 totaling \$314,247.74
- A.1.i Monthly Financial Report for August 2019
- A.1.j Revenue Summary – All Funds Combined – Budget v Actual Revenues for August 2019
- A.1.k Revenue Summary – All Funds Combined by Period for July 2019 and August 2019
- A.1.l Expenditure Summary – All Funds Combined – Budget v Actual Expenses for August 2019
- A.1.m Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for August 2019
- A.1.n Expenditure Summary – All Funds Combined by Period for July 2019 and August 2019
- A.1.o Balance Sheet for August 2019
- A.1.p Ehlers Account Statement for August 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.P. AS PRESENTED*. Moved by Lindholm and seconded by Tennis, Corbett called for a roll call vote.

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

### Unfinished Business

There was no Unfinished Business.

### New Business

#### Exhibit C.1 Ordinance 2019-13 Budget and Appropriation Ordinance

Corbett called for a motion to *ADOPT ORDINANCE 2019-13 BUDGET AND APPROPRIATION AS PRESENTED WITH A TOTAL APPROPRIATION OF \$4,091,247.00 FOR FISCAL YEAR 2019-2020*. Moved by Lindholm and seconded by Evans, item opened for discussion. Tennis noted in the absence of consensus on the amended motion he proposed in July he would not vote to adopt. There being no further discussion, Corbett called for a roll call vote.

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

#### Exhibit C.2 Equipment Maintenance Contract Renewal - Bibliotheca

Corbett called for a motion to *APPROVE ANNUAL EQUIPMENT MAINTENANCE AGREEMENTS FOR BIBLIOTHECA/ EQUIPMENT / SOFTWARE IN AN AMOUNT NOT TO EXCEED \$48,000*. Moved by Kuhlman and seconded by Evans, Corbett opened the item for discussion. Rosenthal noted security gates at Dundee Library were added, software updates and equipment maintenance are included. Bibliotheca is a sole provider for the equipment.

Corbett called for a roll call vote.

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

**Exhibit C.3 Policy Update – Library Cards Eligibility**

Corbett called for a motion to *APPROVE THE UPDATED LIBRARY CARDS ELIGIBILITY POLICY AS PRESENTED*. Moved by Weber and seconded by Kuhlman, item opened for discussion. Bylaws and Policy Liaison Evans reviewed the update and welcomed the inclusion of D300 and other school teachers in the District as eligible to hold FRVPLD Library Cards.

There was no further discussion; motion carried by unanimous voice vote.

**Exhibit C.4 Rare Book Disposition**

Corbett called for a motion to *DONATE THE HISTORY OF GREAT BRITAIN IMPRINTED BY WILLIAM HALL AND JOHN BEALE AND THE AMERICAN SOLDIER IN THE CIVIL WAR: A PICTORIAL HISTORY OF THE CAMPAIGNS AND CONFLICTS OF THE WAR BETWEEN THE STATES TO THE JUDSON UNIVERSITY LIBRARY*. Moved by Evans and seconded by Weber, item opened for discussion. Rosenthal noted Library Minutes revealed the donor had removed restrictions on the books. FRVPLD does not have the environment necessary to safely preserve the books, but Judson University does.

There was no further discussion; motion carried by unanimous voice vote.

There being no further business to conduct Corbett called for a motion to *ADJOURN*; moved by Lindholm and seconded by Weber, meeting adjourned by unanimous voice vote at 9:08 PM.

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Nikki Kuhlman, Secretary