

**Fox River Valley Public Library District  
Board of Trustee Meeting  
November 19, 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
	Trustee	Dave Nutt

Members absent: None

Others present: Director Lauren Rosenthal, Assistant Director Heather Zabski, Brittany Berger, Monica Boyer, Keri Carroll, Jason Katsion, John Sabala, Michael Lorenzetti, Karin Nelson, Karen Werle

**Public Comment**

There was no public comment.

**President's Report**

Corbett noted there would not be a Board of Trustees Meeting in December. The next meeting will be January 21, 2020. Secretary Kuhlman and Trustee Nutt commented on their attendance at the recent Illinois Library Association (ILA) Trustee Day in October. Helpful information pertaining to new business on tonight's Agenda was disseminated along with guidelines for effective communication with state legislators. The recent Committee of the Whole meeting to discuss FRVPLDs future presence in the district was productive with agreement on the importance of District-wide notification and variety of citizen input.

Officer Reports

No reports

Liaison Reports

No reports

**Director's Report**

Performance Goals Dashboard

Director Rosenthal reviewed progress on performance goals for the Director and presented an OpenGov Story entitled "Performance Goals" to monitor the Director's progress on meeting those goals.

Per Capita Grant Requirement – Trustee Facts File Chapters 11-14 and Appendices

The Per Capita Grant awards \$1.25 in funding per capita to help improve and increase library service to patrons. Last year FRVPLD received \$86,672.50 in funding. To be eligible to apply libraries must meet certain

requirements. Assistant Director Zabski guided Trustees through chapters on Fundraising, Advocacy, Public Relations and Continuing Education along with helpful appendices found in the “Trustee Facts File.”

#### Per Capita Grant Requirement – Personnel; Director Rosenthal

To meet a second requirement Rosenthal covered Personnel Standards in the “Serving Our Public” and provided a checklist to evidence compliance with Illinois Library standards.

#### Fine Free Presentation

Rosenthal showed a TED talk addressing the elimination of overdue fines. Rosenthal then discussed how elimination of some fines at FRVPLD could work, noting they make up just 0.55% of revenue and often result in patrons most in need of library service being blocked. Procedures to encourage timely returns were reviewed and FRVPLD is looking at additional value-added services to offset the fine revenue. High-demand items such as wifi hotspots, laptops, American Girl doll and STEAM kits would still incur late fees.

#### Department Reports and Dashboard

Corbett noted the support FRVPLD has provided to organizations within the District and the relationships that result as great progress toward fulfilling the Library’s strategic plan goals. Reporting on expenditure savings continues to impress.

### **Consent Agenda**

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

- A.1.a Minutes from the October 15, 2019 Budget and Appropriation Hearing
- A.1.b Minutes from the October 15, 2019 Board of Trustees Meeting
- A.1.c Check/Voucher Register – AP & Payroll Complete for October 2019 totaling \$275,732.60
- A.1.d Monthly Financial Report for October 2019
- 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 October 2019
- A.1.k Ordinance 2019-16 Library Holiday Closings for 2019

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

Roll Call Vote: Nutt, Evans, Tennis, Lindholm, Kuhlman, Weber, Corbett – aye. 7 ayes, 0 nays. Motion carried.

### **Unfinished Business**

There was no Unfinished Business.

### **New Business**

#### **Exhibit C.1 Ordinance 2019-17 Tax Levy**

Corbett called for a motion to *ADOPT ORDINANCE 2019-17 LEVYING TAXES IN THE AMOUNT OF \$3,550,000 FOR FISCAL YEAR 2019-2020*. Moved by Lindholm and seconded by Tennis, Corbett noted there has been no change to numbers previously reviewed and opened the item for discussion. There being none, he called for a roll call vote.

Roll Call Vote: Nutt, Evans, Tennis, Lindholm, Kuhlman, Weber, Corbett – aye. 7 ayes, 0 nays. Motion carried.

**Exhibit C.2 Purchase of Replacement PCs**

Corbett called for a motion to *AUTHORIZE THE DIRECTOR TO PURCHASE REPLACEMENT PCS IN AN AMOUNT NOT TO EXCEED \$17,500.00*. Moved by Lindholm and seconded by Evans, Corbett opened the item for discussion. IT Manager John Sabala explained in January 2020 Microsoft will no longer support the Windows 7 Professional operating system on several older computers at FRVPLD that cannot be upgraded. This was anticipated and planned for in the current budget. Bids were solicited and a competitive proposal was selected. Outdated PCs will be repurposed to the fullest extent possible. There was no further discussion; Corbett called for a roll call vote.

Roll Call Vote: Nutt, Evans, Tennis, Lindholm, Kuhlman, Weber, Corbett – aye. 7 ayes, 0 nays. Motion carried.

**Exhibit C.3 Annual Treasurer’s Report**

Corbett called for a motion to *APPROVE THE ANNUAL TREASURER’S REPORT*. Moved by Tennis and seconded by Nutt, item opened for discussion. Treasurer Lindholm noted the report is required by statute and summarizes revenues and expenditures for FY1819. No further discussion occurred; Corbett called for a roll call vote.

Roll Call Vote: Nutt, Evans, Tennis, Lindholm, Kuhlman, Weber, Corbett – aye. 7 ayes, 0 nays. Motion carried.

**Exhibit C.4 Accept Comprehensive Annual Financial Report (CAFR)**

Corbett called for a motion to *ACCEPT THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) FOR FISCAL YEAR 2018-2019*. Moved by Tennis and seconded by Nutt, Corbett noted the CAFR was presented previously and found to be in order. There was no further discussion; Corbett called for a roll call vote.

Roll Call Vote: Nutt, Evans, Tennis, Lindholm, Kuhlman, Weber, Corbett – aye. 7 ayes, 0 nays. Motion carried.

**Exhibit C.5 Per Capita Grant Application – Discussion only**

Rosenthal noted the application was presented to the Board for any questions, comments, or feedback prior to submission. There was none.

**Exhibit C.6 Elimination of Late Fees**

Corbett called for a motion to *AUTHORIZE THE DIRECTOR TO PHASE-IN THE ELIMINATION OF CERTAIN LATE FEES CHARGED FOR OVERDUE LIBRARY MATERIALS*. Moved by Kuhlman and seconded by Evans, item opened for discussion. Discussion on timely returns vs serving all patrons ensued. Corbett then called for a roll call vote.

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

There being no further business to conduct Corbett called for a motion to *ADJOURN*; moved by Weber and seconded by Evans, meeting adjourned by unanimous voice vote at 9:06 PM.

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Nikki Kuhlman, Secretary