

**Fox River Valley Public Library District
Board of Trustee Meeting
January 21, 2020**

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

MINUTES

The meeting was called to order by President Richard Corbett at 7:02 PM. All present rose to recite the Pledge of Allegiance.

Roll Call

Members present:	President	Richard Corbett
	Treasurer	Brian Lindholm
	Secretary	Nikki Kuhlman
	Trustee	Mike Tennis
	Trustee	Dave Nutt

Members absent:	Vice Pres	Kristina Weber
	Trustee	Chris Evans

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

Public Comment

There was no public comment.

Staff Recognition

Director Rosenthal recognized Assistant Director Heather Zabski and Public Relations Manager Kirstin Finneran for 10 years of service to Fox River Valley Public Library District. Assistant Director Zabski recognized staff members Jasmin Munoz, Katie Redding, Lisa Knapp, Sherry Kenney, Vanessa Fernandez, and Erica Acevedo for 5 years of service to FRVPLD. The Library Board and Administration value their dedication and effort in serving the community.

President's Report

Corbett noted two upcoming Illinois Library Association (ILA) events for Trustees. On February 17, 2020 is the President's Day Legislative Meet-Up in Oak Brook where Trustees are able to interact with local elected representatives on issues concerning the Library. The Trustee Forum Workshop will be held March 14, 2020 and affords Trustees an opportunity to delve into strategic planning for community impact.

Officer Reports

Treasurer Lindholm reviewed the Cash Flow Analysis comparing the current fiscal year receipts and expenditures with projections for the coming fiscal year 2021, and commented on investment and financial planning for the Library's future.

Liaison Reports

No reports.

Director's Report

Rosenthal spoke to the importance of fostering a genuinely friendly and welcoming atmosphere at FRVPLD and

that it begins at the staff level. HR Specialist Sherry Kenney was charged with implementing a plan to identify what staff defines as their collective strengths in this regard. The resulting Culture Statement focuses on the key qualities of kind, honorable, genuine, resilient, fun, and curious. A short video and Culture Statement highlighting these values was created by staff members and shown to the Board. It is available for view on the Library's website under the About Us tab, using the Mission/Values/Priorities link in the dropdown menu.

On Christmas Day in cooperation with the Kane County Coroner's office and Carpentersville Rotary, Rosenthal, staff, and family members gathered at the Dundee Library to distribute Christmas meals provided by the Christmas Cheer Foundation. 330 meals were served to those who had requested them in advance and the Coroner's office provided a free book for children age 12 and younger.

D300 eBook Project Presentation

Zabski presented an overview of the new eBook sharing project in cooperation with D300 and the Algonquin and Ella Johnson Libraries which will make additional, age-appropriate eBook content available to all D300 students. Students will also have the opportunity to receive FRVPLD Library Cards with parental permission. The target date for implementation is September, 2020.

Strategic Plan Update

Rosenthal reported on progress made on current Strategic Plan goals. Favorable increases in the number of bilingual staff and circulation were noted. The new Strategic Plan will be presented in the Spring. Account Services Manager Keri Carroll gave feedback on FRVPLDs new 'fine-free' policy.

Department Reports and Dashboard

There was no discussion.

Consent Agenda

Exhibit A.1 Items included in Consent Agenda

- A.1.a Minutes from the November 16, 2019 Committee of the Whole Meeting
- A.1.b Minutes from the November 19, 2019 Board of Trustees Meeting
- A.1.c Check/Voucher Register – AP & Payroll Complete for November 2019 totaling \$268,734.15
- A.1.d Check/Voucher Register – AP & Payroll Complete for December 2019 totaling \$270,370.00
- A.1.e Monthly Financial Report for November 2019
- A.1.f Monthly Financial Report for December 2019
- A.1.g Revenue Summary – All Funds Combined – Budget v Actual Revenues for Nov. 2019
- A.1.h Revenue Summary – All Funds Combined – Budget v Actual Revenues for Dec.2019
- A.1.i Revenue Summary – All Funds Combined by Period
- A.1.j Expenditure Summary – All Funds Combined – Budget v Actual Expenses for November 2019
- A.1.k Expenditure Summary – All Funds Combined – Budget v Actual Expenses for December 2019
- A.1.l Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for November 2019
- A.1.m Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for December 2019
- A.1.n Expenditure Summary – All Funds Combined by Period
- A.1.o Balance Sheet for November 2019
- A.1.p Balance Sheet for December 2019
- A.1.q Ehlers Account Statement for November 2019
- A.1.r Ehlers Account Statement for December 2019
- A.1.s Ordinance 2020-01 Nonresident Cards

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

Roll Call Vote: Nutt, Tennis, Lindholm, Kuhlman, Corbett – aye; Evans, Weber – absent. 5 ayes, 0 nays, 2 absent. Motion carried.

Unfinished Business

There was no Unfinished Business.

New Business

Exhibit C.1 Planning and Budgeting Policy Update

Corbett called for a motion to *APPROVE THE UPDATED PLANNING AND BUDGETING POLICY AS PRESENTED*.

Moved by Kuhlman and seconded by Nutt, item opened for discussion. Corbett noted Trustee Evans, the Board Bylaws and Policy Liaison, has viewed and approved of the small edit to the policy. There being no further discussion, Corbett called for a voice vote.

Motion carried by unanimous voice vote.

Exhibit C.2 Minimum Wage Requirement – Update Salary Scale

Corbett called for a motion to *APPROVE THE UPDATED SALARY SCALE AS PRESENTED*. Moved by Lindholm and seconded by Kuhlman, Corbett opened the item for discussion. Rosenthal noted the new minimum wage requirement and explained the need to be competitive in the industry in order to attract and retain talented staff. Tennis moved to *AMEND THE SALARY SCALE UPDATE AS PRESENTED, HOLDING THE TOP RATE VS REDUCING GRADES 2NE, 3NE, and 11NE, AND HOLD UNDER 10%. GRADES 4NE, 7NE, AND 8NE*. Seconded by Lindholm. Discussion on salary ranges and market standards followed. Corbett then called for a roll call vote on the amended motion.

Roll Call Vote: Nutt, Lindholm, Kuhlman, Corbett – nay; Tennis – aye; Evans and Weber – absent. 1 aye, 4 nays, 2 absent. Amended motion failed.

Corbett then called for a roll call vote on the original motion.

Roll Call Vote: Nutt, Lindholm, Kuhlman, Corbett – aye; Tennis – nay; Evans and Weber – absent. 4 ayes, 1 nay, 2 absent. Motion carried.

Exhibit C.3 Memorandum of Understanding – D300 eBook Project

Corbett called for a motion to *APPROVE THE MEMORANDUM OF UNDERSTANDING FOR THE D300 EBOOK PROJECT*. Moved by Kuhlman and seconded by Nutt, item opened for discussion. Rosenthal noted there will also be an Intergovernmental Agreement to be brought before the Board for approval in February. FRVPLDs attorney has reviewed both documents favorably. After discussion on costs Corbett called for a roll call vote.

Roll Call Vote: Nutt, Tennis, Lindholm, Kuhlman, Corbett – aye; Evans, Weber – absent. 5 ayes, 0 nays, 2 absent. Motion carried.

Exhibit C.4 Contract for License Plate Renewal

Corbett called for a motion to *AUTHORIZE THE DIRECTOR TO ENTER INTO A CONTRACT WITH S. & S. LICENSE AND TITLE SERVICES, INC. SO THE LIBRARY CAN PROCESS ILLINOIS LICENSE PLATE RENEWALS*. Moved by Kuhlman and seconded by Nutt, item opened for discussion. There was discussion on the Library's fee vs the online fee, the procedure to make the transaction and revenue projections. Corbett called for a roll call vote.

Roll Call Vote: Nutt, Lindholm, Kuhlman, Corbett – aye; Tennis – nay; Evans, Weber – absent. 4 ayes, 1 nay, 2 absent. Motion carried.

Exhibit C.5 Contract for Architectural Services

Corbett called for a motion to *AUTHORIZE THE BOARD PRESIDENT TO ENTER INTO A CONTRACT WITH ENGBERG ANDERSON ARCHITECTS FOR SITE EVALUATIONS, CONCEPT DEVELOPMENT AND TESTING, AND REFERENDUM MATERIALS IN AN AMOUNT NOT TO EXCEED \$104,100*. Moved by Lindholm, seconded by Nutt. Item opened for discussion. It was agreed to scale back the scope of work, clarify costs, and add a level 1 deliverable date at this preliminary stage. Tennis moved to *AMEND EXHIBIT 5 TO AUTHORIZE THE BOARD PRESIDENT TO ENTER INTO A CONTRACT WITH ENGBERG ANDERSON ARCHITECTS CONTRACT PROPOSAL TO PHASE 1 TO INCLUDE SITES 1 AND 2, GOALS AND PRIORITIES, PROGRAM, AND LEVEL 1 EVALUATIONS FOR SITE 1 AND 2 IN AN AMOUNT NOT TO EXCEED \$24,500*. Seconded by Nutt. Corbett called for a roll call vote on the amended motion.

Roll Call Vote: Nutt, Tennis, Lindholm, Kuhlman, Corbett – aye; Evans, Weber – absent. 5 ayes, 0 nays, 2 absent. Amended motion carried.

Exhibit C.6 Contract for Construction Management

Corbett called for a motion to *AUTHORIZE THE BOARD PRESIDENT TO ENTER INTO A CONTRACT WITH LAMP INCORPORATED FOR PRE-CONSTRUCTION SERVICES IN AN AMOUNT NOT TO EXCEED \$15,000*. Moved by Nutt, seconded by Kuhlman; item opened for discussion. The Lamp Incorporated proposal will be revised to cover sites 1 and 2 only.

Roll Call Vote: Nutt, Lindholm, Kuhlman, Corbett – aye; Tennis – abstain; Evans, Weber – absent. 5 ayes, 0 nays, 1 abstain; 2 absent. Motion carried.

Exhibit C.7 Approve Ejector Pump Repair and Replacement

Corbett called for a motion to *APPROVE PAYMENT TO TESSENDORF MECHANICAL SERVICES FOR REPLACEMENT OF TWO EJECTOR PUMPS AT THE DUNDEE LIBRARY IN THE AMOUNT \$13,205.45*. Moved by Kuhlman and seconded by Lindholm, item opened for discussion. Rosenthal explained an emergency replacement of two ejector pumps at Dundee Library was necessary because both failed, and board policy permits emergency expenditures under \$20,000 with the approval of two board officers. After receiving approval from Corbett and Lindholm the work was completed in December 2019. There was no further discussion, Corbett called for a roll call vote.

Roll Call Vote: Nutt, Tennis, Lindholm, Kuhlman, Corbett – aye; Evans, Weber – absent. 5 ayes, 0 nays, 2 absent. Motion carried.

There being no further business to conduct Corbett called for a motion to *ADJOURN*; moved by Nutt and seconded by Tennis, meeting adjourned by unanimous voice vote at 9:34 PM.

Nikki Kuhlman, Secretary