

**Fox River Valley Public Library District  
Board of Trustee Meeting  
May 19, 2020**

**MINUTES**

Corbett noted the time at 7:13 PM and stated this meeting of the Fox River Valley Public Library District Board of Trustees will be held without a quorum of Trustees physically present but is authorized by the Governor of Illinois pursuant to Covid-19 Executive Order #5 dated March 16, 2020. He then read the following previously posted notice into the Minutes:

**PUBLIC NOTICE**

*Due to current public health concerns and extension of the Governor's stay-at-home mandate by Executive Order 2020-33, this meeting is being conducted electronically. Anyone wishing to observe and/or comment must email [LibraryBoard@frvpld.info](mailto:LibraryBoard@frvpld.info) no later than 12pm on Tuesday, May 19, and will receive online access to the meeting. If you do not have electronic access and would like to make a public statement you can call the library at 847-428-3661 before 5pm on Tuesday, May 19 and leave a message, indicating that you would like your message to be read into the record during the "Public Comment" section of the meeting. A recording of this meeting will be available on the library's website by Friday, May 29.*

The meeting was called to order by President Richard Corbett. All present rose to recite the Pledge of Allegiance.

**Roll Call**

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

Members absent: none

Others present electronically: Director Lauren Rosenthal, Assistant Director Heather Zabski, Kirstin Finneran, Monica Boyer, Keri Carroll, Jason Katsion, John Sabala, Karin Nelson, Brittany Berger, Erin Pasetes, Judy Whichard, Katie Redding, Cari Poweziak, Nancy Carmona, Karen Werle

**Public Comment**

Corbett stated the Board recognizes its responsibility to provide an opportunity for anyone wishing to comment at any meeting to do so. Due to current public health concerns the May 19, 2020 meeting will be conducted electronically. Any person viewing the meeting online and/or wishing to comment will be accommodated in accordance with the Public Notice detailed above. Citizens will not be requested to sign in to comment, speaking time is limited to five minutes, and the Board will not engage in two-way dialogue.

Director Rosenthal noted Fox River Valley Public Library District received no phone messages or emails in response to the posted Public Notice; there was no public comment.

**President's Report**

Corbett thanked staff for their comments received in response to Board action in April. In keeping with the the Governor's executive order encouraging public bodies to postpone business whenever possible, Officer and Trustee Reports have been removed from the Agenda. Any Trustee wishing to report is welcome to do so; there were no reports.

## **Director's Report**

### Summer Reading Update

Randall Oaks Manager Brittany Berger reported the Summer Reading Challenge has transitioned to a virtual event utilizing Beanstack, a user-friendly, customizable web app that helps to create, manage, and measure reading challenges. The Summer Reading Challenge will kick off on Monday, June 1<sup>st</sup> with a special virtual concert by Jim Gill available for view on the Library's YouTube channel for 3 days; and will run through July 26<sup>th</sup>. This year's Summer Reading theme is *Dig Deeper: Read, Investigate, Discover!* Youth Services Manager Monica Boyer noted Beanstack will award digital badges to track minutes read, and all participants will receive a book as a completion prize. Trustees appreciated the virtual continuation of this important program, and congratulated Boyer on her election to the 2022 Caldecott Award Selection Committee.

### Summer Lunches Update

Assistant Director Heather Zabski reported this will be the 4<sup>th</sup> year FRVPLD will participate in the Summer Food Service Program offering free meals to children under age 18. Northern Illinois Food Bank delivers meals to the Library and is reimbursed by the United States Department of Agriculture. The program is expanded this year to offer free breakfast as well as free lunch. Due to covid 19 precautions, meals may be picked up curbside at the Library on the west side of the building beginning June 1, 2020 between 12:00 noon and 1:00 pm. Trained staff will distribute the meals.

### Delivery Requests

Account Services Manager Keri Carroll reported there has already been overwhelming interest in the possibility of having Library materials delivered to patron homes, pending Board approval. Since sending the initial email last Tuesday there have been over 162 requests, including some from outside the District whom FRVPLD is unable to assist. There are over 1200 holds at this time, and requests for library cards have increased. Due to covid 19 restrictions, the delivery service will be unable to receive returned materials although returns will be accepted at the Dundee Library bookdrop. Curbside pickup will be considered when the FRVPLD area is upgraded to phase 3. Rosenthal reported the Library has received the personal protective equipment necessary to begin essential services.

### FY2021 Working Budget Presentation

Rosenthal presented a zero-based, balanced draft Working Budget for fiscal year 2020-2021, noting it considers cost estimates for needs in the coming fiscal year such as materials purchase to match current circulation trends, staffing in accordance with the salary schedule approved by the Board, and a decrease in the anticipated employer-paid portion of the IMRF benefit. She outlined the timetable ahead in the budget and levy process, highlighting spending checks and balances. Property tax freeze and Tax Increment Funding (TIF) Districts are threats to Library funding as 87% of revenues come from property taxes. Since 2000, FRVPLD has lost \$650,000 in tax revenue due to ever-increasing TIFs within the District. In FY2021, \$150,000 will be lost. FRVPLD projects 7% of funding will come from value-added services such as license plate renewal. The Library District has budgeted to maintain its present infrastructure and save for future capital projects. There is no vote on the budget this evening, it is presented for discussion and input. Suggestions will be incorporated into the Working Budget for a vote at the June meeting.

Rosenthal noted her semi-annual Performance Dashboard which tracks progress on performance goals was included this month and inquired if there were any questions on the Department Head or Dashboard Reports; there was brief discussion on the acquisition of ZOOM to facilitate remote meetings, the response to home delivery, and available wifi.

## **Consent Agenda**

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

- A.1.a Minutes from the April 21, 2020 Board of Trustees Meeting
- A.1.b Check/Voucher Register – AP & Payroll Complete for April 2020 totaling \$223,715.67
- A.1.c Monthly Financial Report for April 2020
- 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 2020
- A.1.j Ehlers Account Statement for April 2020

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

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

### **Unfinished Business**

There was no Unfinished Business.

### **New Business**

#### **Exhibit C.1 Working Budget FY2021 – Discussion Only**

Corbett opened the item for discussion, referenced Rosenthal’s presentation, and noted there will be no vote tonight. Discussion ensued on adjustments to revenues and expenditures that allow for potential financial fallout from the covid 19 lockdown. Rosenthal advised the draft budget was prepared prior to the lockdown; Trustee suggestions will be incorporated into the Working Budget presented for a vote at the June Board meeting.

#### **Exhibit C.2 Essential Services**

Corbett called for a motion to *DESIGNATE MODIFIED LIBRARY OPERATIONS AS ESSENTIAL SERVICES INCLUDING (BUT NOT LIMITED TO) DELIVERY OF LIBRARY MATERIALS, RETURN OF MATERIALS VIA THE OUTSIDE BOOK DROP AT THE DUNDEE LIBRARY, AND EXPANDED INTERNAL SUPPORT OPERATIONS, BEGINNING MAY 20, 2020*. Moved by Tennis and seconded by Kuhlman, item opened for discussion. Rosenthal reported on the planning and steps taken to begin offering essential services to patrons while adhering to state and federal guidelines for gradual resumption of operations. Delivery will be contactless; no returns will be accepted. 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, 0 absent. Motion carried.

#### **Exhibit C.3 Employment Status of Part-Time Shelves, Clerks, Maintenance, and Assistants**

Corbett noted this is an issue where two options are presented for Board consideration; both received lengthy discussion during the April Board meeting. Corbett called for a motion for Option 1 to *CONTINUE TO EMPLOY AND PAY ALL PART-TIME SHELVERS, CLERKS, MAINTENANCE, AND ASSISTANTS THROUGH JUNE 16, 2020*; moved by Evans and seconded by Weber; item opened for discussion. Staff utilization for summer lunches, materials delivery, and how other libraries are proceeding at this time was discussed. There being no further discussion, Corbett called for a roll call vote.

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

Corbett then called for a motion for Option 2 to *ADOPT RESOLUTION 2020-05 AUTHORIZING FURLOUGH OF 32 PART-TIME SHELVERS, CLERKS, MAINTENANCE, AND ASSISTANTS, EFFECTIVE MAY 20, 2020, AS A RESULT OF THE COVID-19 PANDEMIC’S IMPACT ON LIBRARY OPERATIONS, AND ISSUANCE OF NOTICES TO AFFECTED STAFF*. Moved by Lindholm and seconded by Nutt, item opened for discussion. Rosenthal reported full time staff was also considered for furlough; work exists with the resumption of essential services for normal Library hours. Corbett called for a roll call vote.

Rosenthal noted the Resolution allows the Director discretion to recall staff as the need arises. Corbett stated this action is one no one ever wanted.

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

**Executive Session**

Corbett announced the Board will meet in Executive Session in accordance with 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 MINUTES REVIEW OF THE MINUTES MANDATED BY SECTION 2.06 OF THE ACT; 5 ILCS 120/2(C)(5) THE PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PUBLIC BODY, INCLUDING MEETINGS HELD FOR THE PURPOSE OF DISCUSSING WHETHER A PARTICULAR PARCEL SHOULD BE ACQUIRED; AND 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.

There will be no action upon return to Open Session. He called for a motion to adjourn to Executive Session; moved by Nutt and seconded by Weber, Corbett called for a roll call vote.

Roll Call Vote: Nutt, Evans, Tennis, Lindholm, Kuhlman, Weber, Corbett – aye. 7 ayes, 0 nays, 0 absent. Motion carried; open session adjourned at 9:00 PM.

**Return to Open Session**

The meeting was called to order by President Richard Corbett at 10:06 PM.

**Roll Call**

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

Members absent: none

Others present: Director Lauren Rosenthal

There being no further business to conduct Corbett called for a motion to *ADJOURN*; moved by Nutt 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, 0 absent. Motion carried.

Meeting adjourned at 10:07 PM.