

**Fox River Valley Public Library District
Board of Trustee Meeting
August 18, 2020**

MINUTES

President Corbett read the following statement into the Minutes:

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, as well as the Governor's Emergency Administrative Act dated June 12, 2020. As Board President I have determined an in-person meeting is not prudent at this time due to the corona virus pandemic that the Governor has declared an emergency. A verbatim recording of this meeting will be made available to the public. In addition, Library Director Lauren Rosenthal is physically present at the Library for this meeting.

Corbett then polled all in attendance to ensure they could clearly hear the proceedings, and 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 no later than 12pm on Tuesday, August 18, 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, August 18 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, August 28.

The meeting was called to order by President Richard Corbett at 7:04 PM. 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, Michael Lorenzetti, 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 August 18, 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. There were no remote attendees wishing to comment.

Director Rosenthal reported 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 noted there was no correspondence. No further report.

Director's Report

Noche de Cuentos Mini-Grant Award

Youth Services Manager Monica Boyer announced FRVPLD is one of 8 libraries nationwide to receive a grant to promote Library and Information Services to the Spanish speaking community. In celebration of Hispanic Heritage Month and to highlight the rich tradition of wrestling in Mexican culture, FRVPLD will host Storytime with a Luchador on September 26th at 10 AM on the Library's Facebook and YouTube channels.

Illinois Public Library Annual Report

Assistant Director Heather Zabski reviewed the FY1920 IPLAR Report, which records the statistical achievements and operations of FRVPLD and all libraries throughout Illinois and serves to qualify the Library as eligible to receive grant funding. Tennis thanked Zabski for addressing his questions in the review.

Department Reports and Dashboard

Rosenthal reported FRVPLD presently has 9 staff members still on furlough.

Consent Agenda

Exhibit A.1 Items included in Consent Agenda

- A.1.a Minutes from the July 21, 2020 Board of Trustees Meeting
- A.1.b Check/Voucher Register – AP & Payroll Complete for July 2020 totaling \$362,860.65
- A.1.c Monthly Financial Report for July 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 July 2020
- A.1.j Ehlers Account Statement for July 2020

Corbett inquired if there were any items Trustees would like removed for further discussion. There being none, Corbett called for a motion to *APPROVE CONSENT AGENDA ITEMS A.1.A THROUGH A.1.J AS PRESENTED*. Moved by Lindholm and seconded by Tennis, 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 - none

New Business

Exhibit C.1 Illinois Public Library Annual Report (IPLAR)

Corbett called for a motion to *APPROVE THE DRAFT ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) FOR FISCAL YEAR 2019 – 2020 AND AUTHORIZE THE DIRECTOR TO FILE IT WITH THE STATE LIBRARY ELECTRONICALLY*. Moved by Weber and seconded by Evans, item opened for discussion.

Corbett noted Zabski's review of the Report and inquired if there were any questions or comments. 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.2 Jani-King Cleaning and Janitorial Services Agreement

Corbett called for a motion to *AUTHORIZE THE DIRECTOR TO ENTER INTO A SERVICE AGREEMENT WITH JANIKING OF ILLINOIS TO CLEAN THE RANDALL OAKS LIBRARY FOR \$1,450 PER MONTH*. Moved by Weber and seconded by Kuhlman, item opened for discussion.

Tennis inquired about cost and bidding. Rosenthal noted there was a recent bidding process in which Jani-King, as lowest bidder, was selected in March to clean Dundee Library. There was no further discussion; Corbett called for a roll call vote.

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

Exhibit C.3 Equipment Maintenance Agreement Renewal - Bibliotheca

Corbett called for a motion to *APPROVE ANNUAL EQUIPMENT MAINTENANCE AGREEMENTS FOR BIBLIOTHECA/3M EQUIPMENT / SOFTWARE IN AN AMOUNT NOT TO EXCEED \$42,200*. Moved by Kuhlman and seconded by Evans, item opened for discussion.

Rosenthal reported IT Manager John Sabala did a cost/benefit analysis and determined there were areas where over \$4,200 in savings could be realized. Those determinations were incorporated into the agreement renewal. 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.

Executive Session

Corbett announced the Board will meet in Executive Session in accordance with 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)(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. There will be no action upon return to Open Session. He called for a motion to adjourn to Executive Session; moved by Kuhlman 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. Motion carried; open session adjourned at 7:53 PM.

Return to Open Session

The meeting was called to order by President Richard Corbett at 8:57 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

There being no further business to conduct Corbett called for a motion to *ADJOURN*; moved by Lindholm and seconded by Evans, 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.

Meeting adjourned at 8:58 PM.