

**Fox River Valley Public Library District  
Board of Trustee Meeting  
November 17, 2020**

**MINUTES**

President Corbett read the following statement into the meeting:

*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](mailto:LibraryBoard@frvpld.info) no later than 12 pm on Tuesday, November 17, 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 5 pm on Tuesday, November 17 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, November 27.*

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 electronically:	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 electronically: Director Lauren Rosenthal, Assistant Director Heather Zabski, Roxane Bennett, Joe Huberty, Rachel Foley, Ian Lamp, Tom McGrath, Kirstin Finneran, Keri Carroll, Jason Katsion, Karin Nelson, Brittany Berger, Michael Lorenzetti, Karen Werle

**Public Comment**

Corbett inquired if there were any virtual participants wishing to comment, or if any telephone or email messages had been received. Rosenthal reported there were none.

## **President's Report**

Corbett announced the December Board meeting has been canceled. Roxane Bennett will serve as Interim Director beginning December 12, 2020. The Board will begin to formulate a plan to guide the search for a permanent Library Director at the January 19, 2021 meeting.

## **Director's Report**

### Dundee Library Renovation Presentation

Joe Huberty of Engberg Anderson Architects presented options for a remodel to Dundee Library, ranging from use of the existing configuration to a major remodel. In all options, the front door will be moved next to the handicap parking spaces to improve accessibility, and reconfigured to be ADA compliant. Tom McGrath of Lamp, Inc. reviewed preliminary construction cost models and presented options for improvements to electrical and HVAC systems, and parking upgrades.

### Department Reports and Dashboard

With another closure to the public due to the pandemic, Assistant Director Zabski implemented a seamless procedure for contactless curb side delivery, and reported on the continued success of the cold supper service. There were no new furloughs needed as curb side service kept existing staff quite busy.

## **Consent Agenda**

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

- A.1.a Minutes from the October 20, 2020 Board of Trustees Meeting
- A.1.b Minutes from the November 5, 2020 Special Board of Trustees Meeting
- A.1.c Minutes from Executive Sessions on November 29, 2016; February 21, 2017; October 17, 2017; April 21, 2020; May 19, 2020; June 16, 2020; July 21, 2020; and August 18, 2020
- A.1.d Check/Voucher Register – AP & Payroll Complete for October 2020 totaling \$306,958.00
- A.1.e Monthly Financial Report for October 2020
- A.1.f Revenue Summary – All Funds Combined – Budget v Actual Revenues
- A.1.g Revenue Summary – All Funds Combined by Period
- A.1.h Expenditure Summary – All Funds Combined – Budget v Actual Expenses
- A.1.i Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location
- A.1.j Expenditure Summary – All Funds Combined by Period
- A.1.k Balance Sheet for October 2020
- A.1.l Ehlers Account Statement for October 2020

Corbett inquired if there were any 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.L AS PRESENTED*. Moved by Weber 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, 0 absent. Motion carried.

## **Unfinished Business**

There was no Unfinished Business.

## **New Business**

### **Exhibit C.1 Ordinance 2020-10 Tax Levy**

Corbett called for a motion to *ADOPT ORDINANCE 2020-10 LEVYING TAXES IN THE AMOUNT OF \$3,650,000 FOR FISCAL YEAR 2020-2021*. Moved by Lindholm and seconded by Nutt, item opened for discussion.

Rosenthal noted there had been no change to the amounts previously reviewed last month, and the increase was small enough as to eliminate the need for a Hearing prior to approval. There being 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.2 Annual Treasurer’s Report**

Corbett called for a motion to *APPROVE THE ANNUAL TREASURER’S REPORT*. Moved by Nutt and seconded by Kuhlman, Corbett opened the item for discussion.

Treasurer Lindholm addressed questions from the Board on the annual report of receipts and disbursements. 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 Accept Comprehensive Annual Financial Report (CAFR)**

Corbett called for a motion to *ACCEPT THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) FOR FISCAL YEAR 2020-2021*. Moved by Tennis and seconded by Nutt; item opened for discussion.

Rosenthal noted the CAFR was presented to the Board in October, and their suggestions were incorporated into the final audit presented for acceptance. 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.4 Report of Closed Session Minutes Review and Destruction of Audio Recordings made prior to April 20, 2019**

Corbett called for a motion to *APPROVE THE REPORT OF THE CLOSED SESSION MINUTES REVIEW, OPEN NOVEMBER 29, 2016; FEBRUARY 21, 2017; OCTOBER 17, 2017; APRIL 21, 2020; MAY 19, 2020; JUNE 16, 2020; JULY 21, 2020; AND AUGUST 18, 2020 EXECUTIVE SESSION MINUTES, AND DESTRUCTION OF ALL AUDIO RECORDINGS MADE PRIOR TO APRIL 20, 2019*. Moved by Nutt and seconded by Evans; item opened for discussion.

Kuhlman reported the closed session Minutes were reviewed as required by statute, and recommended 8 sets be opened, along with destruction of audio recordings older than the 18 month requirement to retain. 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.5 Resolution 2020-11 Designating Corporate Authority over Library District Financial Accounts**

Corbett called for a motion to *ADOPT RESOLUTION 2020-11 AUTHORIZING THE LIBRARY BOARD PRESIDENT AND TREASURER AND THE INTERIM LIBRARY DISTRICT DIRECTOR TO SIGN ALL DOCUMENTS REASONABLY NECESSARY TO ADD ROXANE E. BENNETT AND REMOVE LAUREN ROSENTHAL AS SIGNATORIES ON ALL LIBRARY FINANCIAL ACCOUNTS, EFFECTIVE DECEMBER 12, 2020*. Moved by Lindholm and seconded by Tennis; item opened for discussion.

Corbett noted this resolution is required as Director Rosenthal will be leaving in December, and Roxane E. Bennett will assume Rosenthal’s responsibilities as Interim Director. 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.6 Resolution 2020-12 Appoint Authorized Illinois Municipal Retirement Fund (IMRF) Agent**

Corbett called for a motion to *ADOPT RESOLUTION 2020-12 TO APPOINT INTERIM DIRECTOR ROXANE E. BENNETT AUTHORIZED ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF) AGENT EFFECTIVE DECEMBER 12, 2020*. Moved by Kuhlman and seconded by Nutt; item opened for discussion.

This ordinance is another required due to change in the Director position. 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.7 Ordinance 2020-13 Library Holiday Closings for 2021**

Corbett called for a motion to *ADOPT ORDINANCE 2020-13 LIBRARY DISTRICT HOLIDAY CLOSINGS FOR 2021*. Moved by Nutt and seconded by Evans; item opened for discussion.

Corbett noted the annual Ordinance of Library District Holiday closings is unchanged from the prior year's adopted Ordinance. 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.8 Employee Self-Quarantine per CDC Guidelines**

Corbett called for a motion *FOR THE DURATION OF THE COVID-19 PANDEMIC, I MOVE TO GRANT EMPLOYEES WHO ARE REQUIRED TO SELF-QUARANTINE PER CDC GUIDELINES TO RECEIVE REGULAR PAY FOR NORMAL HOURS WORKED FOR THE 14-DAY PERIOD WHILE STAYING HOME AND STAYING SAFE*. Moved by Nutt and seconded by Evans; item opened for discussion.

Rosenthal noted per CDC guidelines, the Library requires a 14 day quarantine of any staff member who had been in close contact as defined by the CDC with someone who has tested positive for the covid virus. While many staff members would have work to do at home, some positions do not perform work that can be done at home. The proposal will keep staff from coming to work during the quarantine period and help to prevent the spread of disease . 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.9 Appoint Freedom of Information (FOIA) Officers**

Corbett called for a motion to *APPOINT LIBRARY INTERIM DIRECTOR ROXANE E. BENNETT AND EXECUTIVE ASSISTANT KAREN WERLE AS FOIA OFFICERS FOR THE FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT EFFECTIVE DECEMBER 12, 2020ACCEPT THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) FOR FISCAL YEAR 2020-2021*. Moved by Nutt and seconded by Evans; item opened for discussion.

Rosenthal noted the Library has two FOIA officers; one to act as backup in the event the other is away from work. With Rosenthal's departure, Bennett was nominated for appointment. 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.10 Appoint Deputy Clerks to Accept Trustee Petitions**

Corbett called for a motion to *APPOINT BUSINESS OFFICE SPECIALIST MARY POVILONIS AND EXECUTIVE ASSISTANT KAREN WERLE AS DEPUTY CLERKS TO ACCEPT TRUSTEE NOMINATING PETITIONS FOR THE OFFICE OF LIBRARY TRUSTEE*. Moved by Nutt and seconded by Lindholm; item opened for discussion.

Corbett noted it is prudent to appoint deputy clerks to receive Trustee Nominating Petitions during the December filing period for the April 2021 Consolidated Election. As Petitions require notarization it was determined Adult and Teen Services Specialist Erica Acevedo, also a Notary Public, should be substituted for Mary Povilonis. There was no further discussion, Corbett called for a roll call vote on the motion with Acevedo in place of Povilonis.

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

**Exhibit C.11 Resolution 2020-14 Honoring Lauren Rosenthal**

Corbett called for a motion to *ADOPT RESOLUTION 2020-14 HONORING LAUREN ROSENTHAL*. Moved by Lindholm and seconded by Kuhlman; Corbett noted Rosenthal's many accomplishments during her time with the Library District, rising to the role of Director of Fox River Valley Public Library District. Kuhlman read the Resolution into the Minutes.

**RESOLUTION 2020-14  
HONORING  
LAUREN ROSENTHAL**

Whereas, Lauren Rosenthal ably served as Assistant Director of Support Services for the Fox River Valley Public Library District from January, 2014 until October, 2016; Deputy Director until June, 2019; and Director of the Library District through mid-December, 2020; and

Whereas, Lauren Rosenthal demonstrated exceptional financial acumen in budgeting and updating fiscal policies, working together with the Business Office to earn one of the first Government Finance Officers Association Awards for Excellence in Financial Reporting given to libraries; and

Whereas, Lauren Rosenthal was instrumental in selection of a comprehensive, scalable system for financial management and informed decision making; and

Whereas, Lauren Rosenthal continued the Library's emphasis on transparency through contracting to be the first Library in the nation to present financial and operational information to the public in a user-friendly, interactive format, paving the way for all libraries; and

Whereas, Lauren Rosenthal worked tirelessly to provide information and support to the Library Board of Trustees in long-range planning and Library expansion, and planning for renovation of the east side facility; and

Whereas, Lauren Rosenthal served on various committees and boards advocating for good stewardship of Library District property and service to the community; and

Whereas, Lauren Rosenthal cultivated valuable community partnerships and participated extensively in outreach throughout the District and in seeking patron feedback; and

Whereas, Lauren Rosenthal, always mindful of community needs, oversaw a revamping of library services and programs to comply with safe opening guidelines during an unprecedented service disruption, introducing home delivery of library materials, license plate renewals, elimination of some late fees, expanded notary public service, and initiated and expanded USDA free meal services to area residents; and

Whereas, Lauren Rosenthal determinedly strove to bring additional sources of revenue to the Library; and

Whereas, Lauren Rosenthal played a pivotal role in strategic planning, hiring practices, and leadership that fostered enthusiasm and teamwork at Fox River Valley Public Library District; and

Whereas, Lauren Rosenthal provided valuable insight and mentoring to all who worked with and for her;

Therefore, be it resolved that in recognition and appreciation of her service to the Fox River Valley Public Library District, the Board of Trustees, on behalf of the residents, staff, and themselves, present Lauren this Resolution; and

Be it further resolved that on this, the 17<sup>th</sup> day of November, Two Thousand and Twenty, this Resolution be presented to her and that its contents be spread upon the Minutes of this organization.

Several Trustees commented on their appreciation for Rosenthal's leadership. 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.

### **Adjournment**

There being no further business to discuss, Corbett called for a motion to ADJOURN. 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, 0 absent. Motion carried.

Meeting adjourned at 9:37 PM.

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Nikki S. Kuhlman, Secretary