

**Fox River Valley Public Library District  
Board of Trustee Meeting  
November 16, 2021**

**MINUTES**

The meeting was called to order by President Kristina Weber at 7:00 PM. All present rose to recite the Pledge of Allegiance.

**Roll Call**

Members present:	President	Kristina Weber
	Vice Pres	Richard Corbett
	Treasurer	Dave Nutt
	Secretary	Christine Evans
	Trustee	Maryann Dellamaria
	Trustee	Tara Finn

Members absent: Trustee Matt Goyke

Others present: Executive Director Amy Dodson, Assistant Director Heather Zabski, Ann Scales, Mike Tennis, Jason Katsion, Kirstin Finneran, Sherry Kenney, Michael Lorenzetti, John Sabala, Brittany Berger, Keri Carroll, Karen Werle

**Public Comment**

Weber read the following statement into the Minutes:

*The Board, recognizing its responsibilities to conduct business in an orderly and efficient manner, asks that anyone wishing to address the Board sign in on the Public Comment sheet prior to the start of the meeting by name, town, and organization (if applicable). Each speaker will be allowed five minutes.*

Weber inquired if there were any individuals present who wished to address the Board. There were none.

**President's Report**

Weber sought Board input on the need for a December 2021 meeting. Consensus was there was nothing pressing and announced there would not be a December 14, 2021 Board of Trustees meeting. The next Board meeting will be January 18, 2022.

**Director's Report**

Dodson reported long-awaited repairs to the roof are imminent, and concrete work is set to begin upon the Board's approval of the contract. Corbett congratulated Dodson on her participation in Carpentersville's Long-Range Planning Committee.

Audit (ACFR) Presentation

Ann Scales of Lauterbach and Amen reviewed the Library's Annual Comprehensive Financial Report and noted FRVPLD received it's best opinion regarding financial reporting, and it's internal controls are sound.

Per Capita Grant Requirement; Serving Our Public 4.0

Account Services Manager Keri Carroll reviewed Collection Management and Member Responsibilities, and Resource Sharing requirements. FRVPLD meets all points on the checklist, noting Trustee and staff involvement. Adult and Teen Services Manager Jason Katsion reported on Public Services and Standards, noting the Library's compliance with required standards and the wide variety of services provided. Youth Services Manager Monica Boyer reviewed Youth and Teen Services requirements and standards met, and IT Manager John Sabala covered Technology, reporting FRVPLD met and is working to exceed standards. Public Relations Manager Kirstin

Finneran, reporting on Marketing, Promotion, and Collaboration, noted Board support through participation in community events and the Library's presence through social media and collaboration with other community organizations.

#### Department Reports and Dashboard

Staff creativity in programming was again noted.

#### **Consent Agenda**

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

- A.1.a Minutes from the October 19, 2021 Board of Trustees Meeting
- A.1.b Check/Voucher Register – AP & Payroll Complete for October 2021 totaling \$285,207.17
- A.1.c Monthly Financial Report for October 2021
- 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 October 2021
- A.1.j Ehlers Investment Inventory for October 2021

Weber inquired if there were any items Trustees would like removed for further discussion. There being none, she called for a motion to *APPROVE CONSENT AGENDA ITEMS A.1.A THROUGH A.1.J.* Moved by Nutt and seconded by Corbett, Weber called for a roll call vote.

Roll Call Vote: Dellamaria, Finn, Nutt, Evans, Corbett, Weber – aye. Goyke – absent. 6 ayes, 0 nays, 1 absent. Motion carried.

#### **Unfinished Business – none**

#### **New Business**

##### **Exhibit C.1 Ordinance 2021-16 Tax Levy**

Weber called for a motion to *ADOPT ORDINANCE 2021-16 LEVYING TAXES IN THE AMOUNT OF \$3,821,782.00 FOR FISCAL YEAR 2021 – 2022 AS PRESENTED.* Moved by Finn and seconded by Dellamaria, item opened for discussion.

Trustees noted the ordinance was straightforward. There being no further discussion, Weber called for a roll call vote.

Roll Call Vote: Dellamaria, Finn, Nutt, Evans, Corbett, Weber – aye. Goyke – absent. 6 ayes, 0 nays, 1 absent. Motion carried;

##### **Exhibit C.2 Ordinance 2021-17 Library Holiday Closings for 2022**

Weber called for a motion to *ADOPT ORDINANCE 2021-17 LIBRARY DISTRICT HOLIDAY CLOSINGS FOR 2022.* Moved by Corbett and seconded by Finn, item opened for discussion.

Dodson provided background on the proposed holiday additions and adjustments. There was discussion on the number of library visits on certain proposed holidays and the desire to be conscientious and inclusive in what is celebrated.

Roll Call Vote: Dellamaria, Finn, Nutt, Evans, Corbett, Weber – aye. Goyke – absent. 6 ayes, 0 nays, 1 absent. Motion carried.

**Exhibit C.3 Award Contract for Removal and Replacement of Sidewalks, Ramps, and Stairs**

Weber called for a motion to *AWARD A CONTRACT FOR REMOVAL AND REPLACEMENT OF SIDEWALKS, RAMPS, AND STAIRS AT THE DUNDEE LIBRARY TO THE LOW BIDDER AND AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH CHADWICK CONTRACTING COMPANY FOR \$83,385.00.* Moved by Evans and seconded by Dellamaria, item opened for discussion.

Trustees welcomed the replacement of hazardous sidewalks, ramps, and stairs. The scope of work was discussed; Dodson noted the contractor is ready to begin as soon as possible.

Roll Call Vote: Dellamaria, Finn, Nutt, Evans, Corbett, Weber – aye. Goyke – absent. 6 ayes, 0 nays, 1 absent. Motion carried.

**Exhibit C.4 Annual Treasurer’s Report**

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

The report covers receipts and expenditures for the recently concluded fiscal year, and breaks down expenditures into categories by total amount paid. It was noted reporting categories have changed from prior years.

Roll Call Vote: Dellamaria, Finn, Nutt, Evans, Corbett, Weber – aye. Goyke – absent. 6 ayes, 0 nays, 1 absent. Motion carried.

**Exhibit C.5 Accept Annual Comprehensive Financial Report**

Weber called for a motion to *ACCEPT THE ANNUAL COMPREHESIVE FINANCIAL REPORT FOR FISCAL YEAR 2020 – 2021.* Moved by Finn and seconded by Corbett, item opened for discussion.

Corbett noted the favorable audit validated staff procedures; and along with Weber and Dodson recognized Assistant Director Zabski for her work in this regard.

Roll Call Vote: Dellamaria, Finn, Nutt, Evans, Corbett, Weber – aye. Goyke – absent. 6 ayes, 0 nays, 1 absent. Motion carried.

**Exhibit C.6 Per Capita Grant Application – discussion only**

Corbett noted requirements to apply for this grant were met in the review of Serving Our Public 4.0.

**Executive Session**

Weber called for a motion to *ADJOURN TO EXECUTIVE SESSION IN ACCORDANCE WITH 5 ILCS 120/2(C)(1) THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY.”* No action is expected upon return to open session. Moved by Corbett and seconded by Evans, Weber called for a voice vote.

Motion passed on unanimous voice vote. Open session adjourned at 8:14 PM.

**Return to Open Session**

President Weber called the meeting to order at 8:40 PM.

**Roll Call**

Members present:	President	Kristina Weber
	Vice Pres	Richard Corbett
	Treasurer	Dave Nutt

Secretary Christine Evans  
Trustee Maryann Dellamaria  
Trustee Tara Finn

Members absent: Trustee Matt Goyke

Others present: Executive Director Amy Dodson

Weber inquired if there were any questions or suggestions for future Agenda items. Evans suggested a policy review. There was no further discussion; Weber called for a motion to *ADJOURN*. Moved by Nutt and seconded by Finn, meeting adjourned by unanimous voice vote at 8:41 PM.

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Christine L. Evans, Secretary