

**Fox River Valley Public Library District  
Board of Trustees  
Committee of the Whole Meeting**

**Saturday, August 20, 2022  
9:00 AM**

**West Dundee Safety Center Training Room  
100 Carrington Drive  
West Dundee, IL 60118**

**AGENDA**

**Call to Order—President Kristina Weber**

**Pledge of Allegiance**

**Roll Call—Secretary Christine L. Evans**

**Public Comment**

*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).*

**Review Purpose of Meeting – Executive Director Amy Dodson**

**Library History – Deputy Director Heather Zabski**

- Citizen Task Force
- 2016 Referendum Review
- Library Survey review; discussion on methods & communicating needs

**Options – Executive Director Amy Dodson**

- Facilities
- Funding
- Randall Oaks Library

**Discussion of Board’s Role – President Kristina Weber**

- Additional Information Needs

**Determining Next Steps – President Kristina Weber**

- Timeline
- Actions
- Future Meeting(s)

**Adjournment**

## REFERENDUM TIMELINE – 2.5 YEARS OUT FROM REFERENDUM

Conventional wisdom says the November election, when citizens turn out in greater numbers, is the election to choose for referendum passage. The Library District can choose to place the question on the April Consolidated Election ballot. 2.5 years prior to selected election containing ballot question:

- Board must determine what the future vision looks like; upgrade Dundee Library as needed, determine future of Randall Oaks location, new building, select existing building to improve, build on Park District land and lease land, or another option. If new building is desired, Library Admin should begin site search and present options to the Board. *For 2016 referendum FRVPLD worked with Pete Bazos of Bazos, Freeman, Schuster & Pope on land annexation into West Dundee and development costs. With an eye for a 2021 referendum, for Dominicks site selection in 2019, FRVPLD and trustees worked with Ken Franzee, local commercial realtor, recommended by Ian Lamp of Lamp, Inc.*  
<https://bazosfreeman.com/our-services/commercial-residential-real-estate>
- Library Admin conducts search for Public Policy Team to assist with developing and implementing comprehensive public information programs and community opinion research. Begin public engagement program. *Unsure if 2016 selection G.K.Baum is still viable; in 2019 certain assets were acquired by Stifel Financial Corporation. FRVPLD worked with Paul Hanley from the Denver, CO office on the unsuccessful referendum in 2016, who remains in Colorado but has apparently moved on:*  
<https://www.beyondyourbase.com/leadership>
- Depending on the Board directed future vision, Library Admin to determine space needs and select consultant options to be brought before the Board. *2016 selection Library Planning Associates; Anders Dahlgren. There were 3 service agreements involved for various stages of planning. Should FRVPLD choose to continue with LPA, preliminary conversation should be considered once options are selected. If not, the RFQ process should begin.*  
<http://www.libraryplan.com/>
- FRVPLD has already done due diligence in selecting its Architectural Services company, Joe Huberty of Engberg Anderson, and its Construction Manager at Risk, Ian Lamp of Lamp, Inc. *Depending on the options selected, FRVPLD may wish to engage in preliminary conversation with both, assuming it chooses to continue with them. If not, the RFQ process for both should be undertaken.*  
<https://engberganderson.com/>  
<https://lampinc.net/>
- Select financial consultant. FRVPLD worked with Kyle Harding of Chapman and Cutler on the 2016 referendum.  
<https://www.chapman.com/>

- Library Admin begins planning for citizen task force in terms of recruitment and selection procedure, if desired. In 2016, citizens of the district were recruited to be part of a volunteer group to provide feedback in facilitated discussions on the District’s vision. Four sessions were held, beginning April, 2016

### 1.5 YEARS OUT FROM REFERENDUM

- Library Admin has consultants in place for Space Planning, Architectural Services, Construction Manager at Risk, Finance, Public Policy

### 1 YEAR OUT FROM REFERENDUM

- Library Admin continues Public Engagement monthly until election.
- Final Needs Assessment presented to the Board.
- Initial construction estimate complete; initial technology, FF&E (furniture, fixtures & equipment) and operating cost estimate complete
- 9 months ahead – if property is purchased: Adopt Ordinance Authorizing Property Purchase and Proposing a Finance Plan
- 9 months ahead – Citizen Task Force meetings begin, if desired. *In 2016, there were 4 meetings held within a 3 month period. Those meetings gave understanding of the library’s position and planning efforts, discuss proposed improvements to Dundee Library, review of new library proposal, review of projected operations and maintenance costs of new library, presented with financing options, review of mail survey, answered questions on community opinion research and proposal options, and voted on recommendations.*
- 3 months ahead of election – Board adopts Resolution approving the Plan and cost for the project
- 3 months ahead of election – Adopt Ordinance Providing for and Requiring the Submission of Proposition of Increasing the Limiting Rate for FRVPLD to the Voters of the District at (specified election and date), and sets hearing date two months prior to election for public comment. This Ordinance is filed with the County

There are a number of administrative “hoops to jump through” throughout the process. If land purchase and construction option is pursued, it is highly recommended the Board allow a 2.5 year time frame for the process to be complete prior to the selected election. Other options may not require as much time.