

**Fox River Valley Public Library District
Board of Trustee Meeting
January 19, 2021**

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 and subsequent re-issues, 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, Interim Library Director Roxane Bennett 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 and subsequent re-issues, this meeting is being conducted electronically. Anyone wishing to observe and/or comment must email LibraryBoard@frvpld.info no later than 12 pm on Tuesday, January 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 5 pm on Tuesday, January 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, January 29.

The meeting was called to order by President Richard Corbett at 7:03 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	arrived 7:09 PM
	Trustee	Dave Nutt	

Members absent: none

Others present electronically: Director Roxane Bennett, Assistant Director Heather Zabski, Kirstin Finneran, Keri Carroll, Jason Katsion, Monica Boyer, Karin Nelson, John Sabala, Brittany Berger, Michael Lorenzetti, Judy Whichard, Karen Werle

Public Comment

Corbett inquired if there were any virtual participants wishing to comment, noting each speaker would be allowed five minutes; or if any telephone or email messages had been received. Bennett reported there were none.

President's Report

Director Search Plan Discussion

Vice President Weber reviewed options available to the Board to oversee a comprehensive search for a permanent Library Director. Discussion centered on the optimum way to ensure the candidate selected is not only highly qualified, but committed to the FRVPLD community. Trustee Evans will work with Weber to create a concise job description and director profile to bring before the Board.

Director's Report

Director Bennett reported that the Library has received its distribution from Carpentersville for the closing of Tax Increment Financing (TIF) District #1 in the amount of \$12,374.24. The property will be levied next year and increase revenues received. A second reimbursement for expenses incurred by the Library to ensure safety for patrons and staff during the pandemic is being processed through the Kane County CARES Act, and will bring total reimbursements to date up to approximately \$47,283.00. Kane County has been moved to Tier II status as respects covid mitigation, and staff is looking at safe, limited re-opening possibilities.

Strategic Plan Update; Department Reports and Dashboard

The Strategic Plan was favorably reviewed with a suggested edit, and Trustees were pleased with the updates provided in the Department Reports.

Consent Agenda

Exhibit A.1 Items included in Consent Agenda

- A.1.a Minutes from the November 17, 2020 Board of Trustees Meeting
- A.1.b Check/Voucher Register – AP & Payroll Complete for November 2020 totaling \$287,104.13
- A.1.c Check/Voucher Register – AP & Payroll Complete for December 2020 totaling \$305,652.04
- A.1.d Monthly Financial Report for November 2020
- A.1.e Monthly Financial Report for December 2020
- A.1.f Revenue Summary – All Funds Combined – Budget v Actual Revenues for November 2020
- A.1.g Revenue Summary – All Funds Combined – Budget v Actual Revenues for December 2020
- A.1.h Revenue Summary – All Funds Combined by Period
- A.1.i Expenditure Summary – All Funds Combined – Budget v Actual Expenses for November 2020
- A.1.j Expenditure Summary – All Funds Combined – Budget v Actual Expenses for December 2020
- A.1.k Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for November 2020
- A.1.l Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for December 2020
- A.1.m Expenditure Summary – All Funds Combined by Period
- A.1.n Balance Sheet for November 2020
- A.1.o Balance Sheet for December 2020
- A.1.p Ehlers Account Statement for November 2020
- A.1.q Ehlers Account Statement for December 2020

Corbett inquired if there were any items Trustees would like removed for further discussion; Tennis requested A.1.o be withheld. Corbett then called for a motion to *APPROVE CONSENT AGENDA ITEMS A.1.A THROUGH A.1.N, AND A.1.P AND A.1.Q AS PRESENTED*. Moved by Tennis and seconded by Nutt, Corbett called for a roll vote.

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

Corbett then called for a motion to *APPROVE CONSENT AGENDA ITEM A.1.O AS PRESENTED*. Moved by Kuhlman and seconded by Tennis, item opened for discussion. Tennis inquired about the amount held in non-interest bearing checking accounts; Bennett explained the balance sheet does not delineate between interest-bearing and non-interest bearing accounts. The General Corporate line contains several accounts, one of which is a money market-type product, another is the payroll account, and the Illinois Funds investment account is reflected in this line as well. 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.

Unfinished Business

There was no Unfinished Business.

New Business

Exhibit C.1 Ordinance 2021-01 Nonresident Cards

Corbett called for a motion to *ADOPT ORDINANCE 2021-01 NONRESIDENT CARDS*. Moved by Lindholm and seconded by Nutt, item opened for discussion.

Bennett reported the annual ordinance is required to be eligible for the Per Capita Grant. There are no unserved areas in the Library District, and library cards are available to nonresidents who own or lease property in the Library District. 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 Minimum Wage Requirement – Update Salary Scale

Corbett called for a motion to *APPROVE THE UPDATED SALARY SCALE AS PRESENTED*. Moved by Kuhlman and seconded by Nutt, Corbett opened the item for discussion.

Tennis spoke to the Board's fiduciary duty to the taxpayers of the Library District, and recited statistics reflective of the current economic climate. Assistant Director Zabski explained the minimum wage requirement takes effect every January until the \$15 minimum wage is established in January 2025. Although the Library updates salary scales in January, raises are not implemented until July at the beginning of the fiscal year. This document allows for the January 2021 and 2022 required increases to the minimum wage to ensure the library remains in compliance with the law through the upcoming fiscal year. Other pay grades were adjusted to avoid compression with the lowest grade as it is increased per statute. 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, 0 absent. Motion carried.

Exhibit C.3 Per Capita Grant Application - Discussion

Zabski reviewed the draft Per Capita Grant Application, noting that increased 2020 population counts will be incorporated if new census figures become available before the March filing deadline. Funding of the grant each year depends on the amount appropriated by the State Legislature. There was no further discussion.

Exhibit C.4 3-Year Contract for Internet & Phone Service - Comcast

Corbett called for a motion to *AUTHORIZE THE DIRECTOR TO ENTER INTO NEW THREE-YEAR SERVICE AGREEMENTS WITH COMCAST BUSINESS TO PROVIDE INTERNET, TELEPHONE LINES, AND NETWORK AND*

TELEPHONE EQUIPMENT FOR THE DUNDEE AND RANDALL OAKS LIBRARIES WITH A MAXIMUM VALUE OF \$39,000 OR \$13,000 ON AN ANNUAL BASIS. Moved by Lindholm and seconded by Evans; item opened for discussion.

Information Technology Manager John Sabala reported Business Office Specialist Mary Povilonis brought potential cost increases for the current service to his attention. He contacted Comcast and was able to secure significant savings through current promotions being offered. 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 Nutt, 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 8:53 PM.

Nikki S. Kuhlman, Secretary