

**Fox River Valley Public Library District
Board of Trustee Meeting
October 17, 2017**

**Dundee Library Meeting Room
555 Barrington Avenue
East Dundee, IL 60118**

MINUTES

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

Roll Call

Members present:	President	Richard Corbett
	Vice Pres	Marge Skold
	Treasurer	Brian Lindholm
	Secretary	Phyllis Creighton
	Trustee	Fred Lechuga
	Trustee	Nikki Kuhlman (arrived 7:06 PM)
	Trustee	Mike Tennis

Others present: Deputy Director Lauren Rosenthal, Jason Pinshower, Karin Nelson, Michael Lorenzetti, Heather Zabski, Carolyn Friedlund, Elizabeth Forkan, Karen Werle, Sean Hickey, Dave Campobello, Pastor Dexter Ball (arrived 7:15 PM), Pastor Shaunna Ball, Rosalyn Morris and Andrea Morris.

Public Comment

None

President's Report

President Corbett announced the Truth in Taxation Hearing is scheduled for November 14, 2017 at 7:00 PM in the Dundee Library Meeting Space, subject to adoption of Resolution 2017-12 To Determine Estimate of Funds Needed for FY1718 later in the meeting.

In FRVPLD's first Community Partnership Recognition Award presentation, Faithwalk Harvest Center, First American Bank, and Revcor were commended for their volunteer efforts in helping to make the Summer Lunch Program a success. Pastor Ball and Faithwalk Harvest Center volunteers also provided transportation for eligible children, and First American Bank donated a large-capacity refrigerator for storage of meals provided by the Northern Illinois Food Bank. Accepting on behalf of First American Bank was Dave Campobello, Business Relationship Manager. Pastor Shaunna Ball, Rosalyn Morris, and Andrea Morris accepted on behalf of Faithwalk Harvest Center. Due to a prior commitment, Revcor's representative was unable to attend.

Corbett noted receipt of a letter from the State Comptroller's Office regarding reporting requirements of the audit. Trustee Nikki Kuhlman reported on her attendance at the Illinois Library Association's Trustee Day with President Corbett. Corbett advised the next ILA Trustee event will be the Saturday prior to President's Day, in Oakbrook, and encouraged all Board members to participate.

Officer Reports

Vice President Skold requested personnel be discussed in Executive Session; Corbett acknowledged in the affirmative.

Secretary Creighton – no report.

Treasurer Lindholm advised the annual audit will be reviewed in the meeting. Expenditures remain on track and below budget, consistent with past years.

Trustee Liaison Reports

Trustee Fred Lechuga – no report

Trustee Nikki Kuhlman noted the policy update scheduled for later in the meeting.

Trustee Mike Tennis reported on his attendance at the Dundee Township Park District Board meeting. Of note was DTPD's planned expenditures in the next budget cycle including a 3% raise pool for salaries, and their annual audit.

Director's Report

Sean Hickey, Lauterbach and Amen, presented the Library's Comprehensive Annual Financial Report (CAFR). The audit opinion letter verifies a clean audit with no exceptions. A future GASB 75 reporting requirement for Other Post-Employment Benefits (OPEB) scheduled for implementation in FY1819 was noted.

Deputy Director Rosenthal introduced Elizabeth Forkan, the new Children's Services manager. Forkan briefly reviewed her background, and highlighted her plans to update the collection and incorporate new technologies.

Rosenthal detailed two Library Board Per Capita Grant requirements. The first was a safety training webinar required for staff and Trustees: staff viewed the webinar at the September 15 All Staff Training, and Trustees should view the webinar on their own and email the certificate of completion to Karen Werle by 11/14. The second Per Capita Grant requirement was review of chapters 1-5 of "Serving Our Public," which Deputy Director Rosenthal discussed including Trustee responsibilities, orientation, organization, legal responsibilities and liability, and policy making.

The Library Innovation this month was presented by Digital Services Manager Jason Pinshower, who gave a brief overview on how FRVPLD's catalog will function once the migration to a new integrated library system is complete. Using a demo catalog site, he reviewed search techniques, options, and features. FRVPLD will have the potential to link search results to Library databases, further promoting their use. Launch is scheduled for April 2018.

Consent Agenda

Exhibit A.1

Items included in Consent Agenda

- A.1.a Minutes from the September 19, 2017 Budget and Appropriation Hearing
- A.1.b Minutes from the September 19, 2017 Board of Trustees Meeting
- A.1.c Check/Voucher Register – AP & Payroll Complete for September 2017 totaling \$302,078.85
- A.1.d Monthly Financial Report for September 2017
- A.1.e Revenue Summary – All Funds Combined – Budget v Actual Revenues for September 2017
- A.1.f Revenue Summary – All Funds Combined by Period for September 2017
- A.1.g Expenditure Summary – All Funds Combined – Budget v Actual Expenses for September 2017
- A.1.h Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for September 2017
- A.1.i Expenditure Summary – All Funds Combined by Period for September 2017
- A.1.j Balance Sheet for September 2017
- A.1.k Annual Audit (CAFR) FY1617
- A.1.l Ehlers Account Statement for September 2017

President Corbett inquired if Trustees wished any of the Consent Agenda items withdrawn for separate discussion. Trustee Tennis requested Exhibit A.1.k be withheld for discussion. Corbett called for a motion to *APPROVE ITEMS A.1.A THROUGH A.1.J, AND A.1.L UNDER THE CONSENT AGENDA AS PRESENTED*. Moved by Trustee Kuhlman and seconded by Trustee Tennis.

Roll Call Vote: Trustee Kuhlman – aye, Trustee Tennis – aye, Trustee Lechuga – aye, Treasurer Lindholm – aye, Secretary Creighton – aye, Vice President Skold – aye, President Corbett – aye. 7 ayes, 0 nays. Motion carried.

A.1.k Annual Audit (CAFR) FY1617

President Corbett called for a motion to *APPROVE CONSENT AGENDA ITEM A.1.K ANNUAL AUDIT, AS PRESENTED*. Moved by Trustee Tennis and seconded by Treasurer Lindholm. Corbett opened the item for discussion.

Trustee Tennis remarked that moving forward, he would like more time for review. Noting the increased transparency of the CAFR and the effort of Deputy Director Rosenthal in its completion, Tennis stated he felt its distribution on a holiday weekend did not allow enough time to propose and discuss enhancements. Corbett thanked Tennis for his comments, and called the question.

Roll Call Vote: Trustee Kuhlman – aye, Trustee Tennis – aye, Trustee Lechuga – aye, Treasurer Lindholm – aye, Secretary Creighton – aye, Vice President Skold – aye, President Corbett – aye. 7 ayes, 0 nays. Motion carried.

Old Business

Exhibit B.1 Materials Selection Policy Update – Second Reading

President Corbett first noted that Old Business will hereafter be recognized as Unfinished Business. Corbett called for a motion to *APPROVE THE MATERIALS SELECTION POLICY UPDATE – SECOND READING*. Moved by Vice President Skold and seconded by Treasurer Lindholm.

Trustee Kuhlman thought the policy language lacked vernacular relevant to Selection and offered an applicable paragraph. Vice President Skold proposed an amended motion to *TABLE THE MATERIALS SELECTION POLICY UPDATE – SECOND READING* pending edits. Seconded by Treasurer Lindholm, item tabled for the November meeting by unanimous voice vote.

New Business

Exhibit C.1 Resolution 2017-12 To Determine Estimate of Funds Needed for FY 2017-18

Corbett called for a motion to *APPROVE RESOLUTION 2017-12 TO DETERMINE ESTIMATE OF FUNDS NEEDED FOR FY 2017-18 IN THE AMOUNT OF \$3,763,919*. Moved by Treasurer Lindholm and seconded by Vice President Skold.

Deputy Director Rosenthal outlined how calculations are estimated. If a property tax increase of more than 5% over the amount received the previous year is requested, Illinois law requires the District publish a Truth in Taxation Act (TITA) notice in specific language stating the amount requested, and to hold a public hearing. The amount requested takes into consideration what the District could spend (as reflected in the Budget and Appropriation Ordinance passed in September), and calculates the amount it would take to fund that level of spending.

Rosenthal noted it is incumbent on the District to ensure it captures all funds available to it. If FRVPLD asks for 5% or less and next year is entitled to more, it loses funding it would have otherwise received. Each year is based on the previous year's funding, therefore the loss in revenue would continue in perpetuity.

Vice President Skold pointed out that property taxes are limited by the Property Tax Extension Limitation Law (PTELL). The Estimate of Funds Needed is calculated to ensure the District receives what it is entitled to should increased construction and job development generate additional tax revenue.

President Corbett called for discussion. Trustee Mike Tennis moved to *AMEND THE RESOLUTION TO DECREASE THE AMOUNT FROM \$3,763,919 TO \$3,350,000*. Seconded by Treasurer Lindholm.

Trustee Tennis noted PTELL holds property tax increases to the lower of 5% or the rate of inflation for the year just ended (2.1%) plus any new construction. He calculated the estimated levy FRVPLD could

expect to receive and cited that amount as the as the basis for the amended motion, eliminating the need for a public hearing.

Vice President Skold pointed out patron attendance at the hearing allows FRVPLD an opportunity to explain its calculations. Trustees agreed Tennis' figures are accurate, but the District should request to receive all it is entitled to, in case enough new construction occurs which would have the levy exceed 5% of FY1617 revenues.

President Corbett inquired if there were any further questions or comments. Hearing none, he called for a roll call vote on the amended motion.

Roll Call Vote: Trustee Kuhlman – nay, Trustee Tennis – aye, Trustee Lechuga – nay, Treasurer Lindholm – nay, Secretary Creighton – nay, Vice President Skold – abstain, President Corbett – nay. 1 aye, 5 nays, 1 abstention. Amended motion failed.

President Corbett then called for a roll call vote to *APPROVE RESOLUTION 2017-12 TO DETERMINE ESTIMATE OF FUNDS NEEDED FOR FY 2017-18 IN THE AMOUNT OF \$3,763,919.*

Roll Call Vote: Trustee Kuhlman – aye, Trustee Tennis – nay, Trustee Lechuga – aye, Treasurer Lindholm – aye, Secretary Creighton – aye, Vice President Skold – abstain, President Corbett – aye. 5 ayes, 1 nay, 1 abstention. Motion carried.

Board Discussion

President Corbett inquired if there were any other questions or suggestions for discussion. Hearing none, he announced there will be an Executive Session in accordance with 5 ILCS 120/2(c)(1) The appointment, employment of specific employees of the public body; 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 review of the minutes as mandated by Section 2.06 He announced there would be no action taken upon return to Open Session.

No other business was discussed and President Corbett called for a motion to *ADJOURN TO EXECUTIVE SESSION.* Moved by Vice President Skold and seconded by Trustee Kuhlman, the meeting was adjourned by unanimous voice vote at 8:52 PM.

The meeting was called back into open session by President Richard Corbett at 9:10 PM.

Roll Call

Members present:	President	Richard Corbett
	Vice Pres	Marge Skold
	Treasurer	Brian Lindholm
	Secretary	Phyllis Creighton
	Trustee	Fred Lechuga
	Trustee	Nikki Kuhlman
	Trustee	Mike Tennis

No other business was discussed and President Corbett called for a motion to *ADJOURN.* Moved by Vice President Skold and seconded by Trustee Tennis, the meeting was adjourned by unanimous voice vote at 9:11 PM.



Phyllis Creighton, Secretary