

**Fox River Valley Public Library District  
Board of Trustees Meeting  
June 9, 2014**

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

**Roll Call**

Members present:	President	Marge Skold
	Treasurer	Mark Biewald
	Secretary	Richard Corbett
	Trustee	Brian Lindholm
	Trustee	Denise Sommerlot
	Trustee	Phyllis Creighton

Members absent:	Vice Pres	Fred Lechuga
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Others present:	Director	Roxane Bennett Aaron Carlin, Jeanne Etling, Karin Nelson Lauren Rosenthal, Elizabeth Novak Christine Cigler, Carolyn Friedland, Bob Smith,
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The meeting was called to order by President Skold at 6:33 PM.

**Public Comment**

Bob Smith, 185 Sunset Drive, Carpentersville, Friends of the Library, reported that election of officers had been held and a new president and secretary were now in place. The budget was also approved.

**President's Report**

President Skold reminded Board members that the next regular board meeting will be held on July 28<sup>th</sup>.

She then called on Treasurer Biewald for an overview of the month's expenses and revenue. Biewald reported that expenses were in line with the budget although personnel expenses were higher than normal due to the fact there were three pay periods during the month of May. A \$250,000 CD that matured was reinvested and will be due in 2015.

Trustee Lindholm reported on the Citizens Input meeting he attended in May. Topics discussed were: the need for meeting spaces for small groups, partnering with local businesses to offer more adult education programs, and methods for informing non-users about library services.

Also, there was a request for more Sunday hours. Trustee Lindholm felt it was a very productive meeting. He personally felt that the FRVPLD should make a concerted effort to reach out to the Hispanic community since that group makes up a significant portion of our patrons.

President Skold explained that the annual report to the state (IPLAR) requires we include a review of the minutes of the board. In this regard, Skold asked for two volunteers to conduct this review which must be completed before the July board meeting. Trustees Sommerlot and Creighton volunteered.

Trustee Creighton was appointed as FRVPLD's representative to RAILS (Reaching Across Illinois Library Systems).

### **Director's Report**

Director Bennett called upon Elizabeth Novak for an update of the Summer Reading Program. Novak advised that over 800 children had signed up to participate – almost 25% of which occurred at the Randall Oaks Branch location. She also reported that 51 children had participated in the recent sleepover held at FRVPLD's Dundee location, and it was extremely successful.

Karin Nelson then reviewed the library's Technology Plan including upkeep of present equipment and plans for improvements in the upcoming year. Improvements include the addition of iMacs and a 3D printer, software upgrades for the catalog and self-checks, and a new website with better functionality. The library will be completing the Edge Initiative Assessment Tool this year as a requirement of the Per Capita Grant. This assessment will provide information to assist with technology planning for future years. Trustee Biewald asked about the feasibility of the library providing a mobile hot spot for the community in the future. Nelson will research whether other libraries are doing this.

Cris Cigler then distributed and discussed a preliminary draft of the Strategic Plan which included 5 broad goals:

1. Enhance the popular adult materials collection
2. Enrich children's learning opportunities
3. Create a comprehensive technology program
4. Engage our diverse population
5. Develop master facilities plan for the district

Specific objectives for the first year of the plan will be presented at the July board meeting.

Summer Sunday hours were discussed, and in checking attendance figures for Saturdays throughout the year, a definite tapering off is seen during the summer. After more information is gained by surveying other libraries of our size as well as making a cost analysis

for required staffing covering expanded hours, a more in-depth discussion can be held. Any expanded hours of operation will be determined in December for the following calendar year.

Lauren Rosenthal went over the Dashboard information and discussed in detail areas of circulation, inventory turnover, benchmark costs, facility visits, as well as computer usage. Significant growth has been made in several areas. Suggestions for particular categories displayed were made. Fiscal year vs calendar year figures were also discussed. All suggestions or changes will be considered and adjustments made before the next presentation to the board.

Jeanne Etling reported on the Collection Analysis. Print and AV material collections remain stable with constant updating and weeding out. An increase in demand for E-books has arisen and is being addressed.

Director Bennett informed the board of the status on the leased office space with the Township. She reported that all documentation has been received and will be forwarded to the attorney for examination. Our attorney will be invited to attend the July board meeting to answer questions and concerns regarding this matter.

### **Consent Agenda**

- Exhibit A.1 Items to be included in Consent Agenda
  - A.1.a Minutes from, May 12, 2014, Board of Trustees Meeting
  - A.1.b Accounts Payable & Payroll Deductions/Expense Checks for May, 2014, totaling \$252,253.79
  - A.1.c Revenue YTD
  - A.1.d Total Expenditures Summary YTD for District Combined
    - A.1.e.1 Expenditure Summary by Location Common
    - A.1.e.2 Expenditure Summary - Dundee Library
    - A.1.e.3 Expenditure Summary - Randall Oaks Branch
  - A.1.e Treasurer's Report for May, 2014

The Consent Agenda was presented by President Skold.

It was moved by Trustee Treasurer Biewald and seconded by Trustee Lindholm that we approve the Consent Agenda as presented. Roll Call Vote: Trustee Lindholm – aye, Treasurer Biewald – aye, Secretary Corbett – aye, Trustee Sommerlot – aye, Trustee Creighton – aye, President Skold - aye. 6 ayes, 0 nays. Motion carried.

### **Old Business**

None

## **New Business**

### **Exhibit C.1 Working Budget for FY 14/15**

It was moved by Treasurer Biewald and seconded by Trustee Sommerlot that we Adopt the Final Working Budget for Fiscal Year 2014-15.

After making the correction of changing the word "surplus" to read "deficit" of \$155 in the final sentence of Exhibit C.1, the question was called. Voice Vote: 6 ayes, 0 nays. Motion Carried.

### **Exhibit C.2 Ordinance 2014-05 Transferring Funds to the Special Reserve Fund**

It was moved by Trustee Lindholm and seconded by Trustee Creighton that we adopt Ordinance 2014-05 Transferring Funds to the Special Reserve Fund.

Discussion: Treasurer suggested that additional funds could be transferred in October/November. He will be monitoring this. Roll Call Vote: Trustee Lindholm – aye, Treasurer Biewald – aye, Secretary Corbett – aye, Trustee Sommerlot – aye, Trustee Creighton – aye, President Skold – aye. 6 ayes, 0 nays. Motion Carried.

### **Exhibit C.3 Resolution 2014-06 Authorizing the Treasurer to Deposit Funds**

It was moved by Trustee Sommerlot and seconded by Trustee Creighton that we adopt Resolution 2014-06 Authorizing the Treasurer to Deposit Funds.

Discussion: Although not required by State statutes, this action is good practice for maintaining accountability and transparency. Roll Call Vote: Trustee Lindholm – aye, Treasurer Biewald – aye, Secretary Corbett – aye, Trustee Sommerlot – aye, Trustee Creighton – aye, President Skold – aye. 6 ayes, 0 nays. Motion Carried.

### **Exhibit C.4 HR Support Services Contract – Gallagher**

It was moved by Treasurer Biewald and seconded by Trustee Lindholm that we Approve HR Support Services Contract – HRadvantage/Gallagher for human resource consulting with a maximum value of \$8,000.

Discussion: Director Bennett explained that this contract covers outside services for HR support from July 1 – December 31. She explained that while we are attempting to handle more HR needs in house, there are still times when HR expertise is warranted. We'll look again at these needs after a 4-5 month period to determine how much outside help is needed. Roll Call Vote: Trustee Lindholm – aye, Treasurer Biewald – aye, Secretary Corbett – aye, Trustee Sommerlot – aye, Trustee Creighton – aye, President Skold – aye. 6 ayes, 0 nays. Motion Carried.

**Exhibit C.5 Computer Consulting – Sikich**

It was moved by Trustee Sommerlot and seconded by Trustee Creighton that we authorize the Director to purchase computer consulting services as needed for FY 2014-15 from Sikich LLP, Inc. at a cost not to exceed \$20,000.

Discussion: Karin Nelson reported that she is very satisfied with Sikich support. We pre-purchase blocks of hours and use them as needed throughout the year. Any unused hours roll forward into the next year. Roll Call Vote: Trustee Lindholm – aye, Treasurer Biewald – aye, Secretary Corbett – aye, Trustee Sommerlot – aye, Trustee Creighton – aye, President Skold – aye. 6 ayes, 0 nays. Motion Carried.

**Exhibit C.6 Electronic Database Renewal - NewsBank**

It was moved by Trustee Lindholm and seconded by Treasurer Biewald that we authorize the Director to renew the contact with NewsBank, an electronic database, at a cost not to exceed \$17,270.

Discussion: While this seems expensive, it is considered worthwhile and necessary. It was pointed out that the Chicago Tribune is not included in this package. Roll Call Vote: Trustee Lindholm – aye, Treasurer Biewald – aye, Secretary Corbett – aye, Trustee Sommerlot – aye, Trustee Creighton – aye, President Skold – aye. 6 ayes, 0 nays. Motion Carried.

**Exhibit C.7 North Suburban Digital Consortium – Overdrive**

It was moved by Trustee Lindholm and seconded by Trustee Sommerlot that we authorize the Director to renew the contract with the North Suburban Library Consortium, for annual collection assessment to purchase digital content at a cost not to exceed \$10,000.

Discussion: Staff explained that the \$1,500 increase over last year is due to the fact that the Consortium voted to buy more copies of popular eBooks in order to address increasing demand. Belonging to this Consortium gives us the benefit of jointly purchasing and sharing titles on the most popular library eBook platform - Overdrive. Unfortunately the cost to libraries for purchasing eBooks is much higher than the cost to individuals and some titles are not available to libraries at all. Roll Call Vote: Trustee Lindholm – aye, Treasurer Biewald – aye, Secretary Corbett – aye, Trustee Sommerlot – aye, Trustee Creighton – aye, President Skold – aye. 6 ayes, 0 nays. Motion Carried.

**Exhibit C.8 Downloadable Music – Freegal**

It was moved by Trustee Sommerlot and seconded by Treasurer Biewald that we authorize the Director to renew the contract with Library Ideas LLC for Freegal, a downloadable music service, at a cost not to exceed \$8,000.

Discussion: Staff advised that offerings are shown as they become available, and our present offering is considered a good overview of the world of music. Roll Call Vote: Trustee Lindholm – aye, Treasurer Biewald – aye, Secretary Corbett – aye, Trustee Sommerlot – aye, Trustee Creighton – aye, President Skold – aye. 6 ayes, 0 nays. Motion Carried.

**Exhibit C.9 Magazine Subscription Renewals –Cox**

It was moved by Trustee Lindholm and seconded by Trustee Sommerlot that we authorize the Director to renew the contract with WT Cox, a magazine subscription service, at a cost not to exceed \$9,600 to cover both Dundee and Randall Oaks.

Discussion: It was observed that fewer magazines are available due to the fact that more magazines have left the print marketplace lately. Roll Call Vote: Trustee Lindholm – aye, Treasurer Biewald – aye, Secretary Corbett – aye, Trustee Sommerlot – aye, Trustee Creighton – aye, President Skold – aye. 6 ayes, 0 nays. Motion Carried.

**Exhibit C.10 Maintenance Contract Renewal – 3M Equipment**

Treasurer Biewald moved and Trustee Creighton seconded that we approve annual Maintenance Agreements for 3M RFID equipment at both locations in an amount not to exceed \$46,328.

Discussion: Treasurer Biewald observed that figures are not available to determine spending. President Skold questioned the cost of maintenance to these automated systems compared to the actual staff cost for the same services. Director Bennett explained that the comparison isn't just cost, improvement in customer service balances the cost, as demonstrated by patrons viewing their items checked back in, and reduced errors in returns. Biewald restated that he felt further analysis still needed to be conducted before making an informed decision on this matter and withdrew his original motion and moved to table action on Exhibit C.10. Trustee Creighton concurred and the motion was tabled.

**Board Discussion**

None

At 8:43 PM President Skold declared the meeting adjourned by voice vote of the board.



Richard V. Corbett - Secretary