

**Fox River Valley Public Library District
Board of Trustees Meeting
September 8, 2014**

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

Roll Call

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

Others present:	Director	Roxane Bennett
		Jeanne Etling, Karin Nelson Lauren Rosenthal, Aaron Carlin, Elizabeth Novak, Christine Cigler, Brian Wing, Bob Smith, Carolyn Friedlund, Anthony Oliver, Anders Dahlgren, Roger Ritzman

The meeting was called to order by President Skold at 6:30 PM.

Treasurer Biewald moved and Vice President Lechuga seconded that the regular board meeting be adjourned in order to hold the Budget and Appropriation Hearing. Voice Vote: 7 ayes, 0 nays, Motion carried. Meeting was adjourned at 6:32 PM.

Treasurer Biewald moved and Trustee Sommerlot seconded that the regular board meeting of the FRVPLD for the month of September be reopened. Voice vote: 7 ayes, 0 nays. Motion carried. The regular board meeting was reopened at 6:38 PM.

Public Comment

Bob Smith, 185 Sunset Drive, Carpentersville, Friends of the Library, reported that the Friends had participated in the recent Branch open house and will be participating in the Heritage Fest to be held this week-end in Dundee. The book sale is scheduled for October 16-18. President Skold thanked the Friends organization for their continuing support in providing transportation to the second graders in our district for library visits.

Anthony Oliver of Cordogan Clark & Associates, Inc., an Architecture, Engineering, Planning and Interior Design firm made a presentation on behalf of his firm. Oliver distributed various materials to board members describing library construction projects that his firm has handled.

President's Report

President Skold introduced Attorney Roger Ritzman who reported on the status of the Township lease with FRVPLD. Ritzman explained the terms of a proposed agreement and answered questions from trustees. If approved by both parties, the agreement will terminate the landlord-tenant relationship on October 1, 2014, allowing FRVPLD to utilize space in the Dundee Library formerly occupied by township offices. The Township agreed to terminate the present lease subject to approval of an easement giving the township officials, as well as the public, permanent access to land adjacent to the Dundee Library which is owned by the township and designated as "open space". Ritzman explained to the board that both the Grant of Easement and the Termination of Lease must be approved in order to finalize the agreement. The signed documents will be presented to the Township for their approval prior to October 1.

Secondly, Ritzman discussed a proposed resolution adopting Six (6) Year Terms for Library Trustees. He advised the board that the majority of libraries use six year terms. Extensive discussion pursued covering the transition to six-year terms and how this will be accomplished. He advised that a new resolution adopting six year terms will be needed to replace the 2009 Resolution which allowed for four (4) year terms.

President Skold then called for updates from board members regarding individual liaison assignments

Community Action Committee (Brian Lindholm) – Met with ECC rep to get input on getting more community and local official involvement. A working committee of community leaders would be appropriate should we decide to move forward with any library expansion.

Community, Friends, Marketing (Denise Sommerlot) – Met with Cigler and Bennett regarding the open house at the Branch, as well as Heritage Fest (will staff a table at the fest). She also advised that the library van will be wrapped with our new logo.

Personnel, HR, Ethics (Fred Lechuga) – will report at tonight's executive session.

Building & Maintenance (Phyllis Creighton) – Familiarization process is well underway.

President Skold reminded trustees who will be coming up for reelection that signatures may be secured beginning 9/23/14 and 50 signatures of eligible voters in the District are required. These petitions must be turned in to Karen Werle by 12/22/14 along with a filing receipt for the statement of economic interest. President Skold reminded board members to continue to hold November 1st open for an upcoming workshop. Further details will be forthcoming.

Treasurer Biewald reported that \$1.7 million dollars have been received during the first two months of this fiscal year. He met with the field auditor and the audit is going very well.

Treasurer Biewald requested that in future reports it would be helpful if budgeted headcount vs actual headcount could be provided.

Director's Report

Director Bennett introduced Anders Dahlgren, Library Planning Assoc., who made a presentation about his experience as a space planner. Dahlgren stated that he has 42 years of experience with the library field, and space planning is his particular expertise. He pointed out several things to consider in any space planning for FRVPLD.

Work on the Strategic Plan continues. Feedback from last month's board meeting will be incorporated and the plan will be presented at the October board meeting.

Brian Wing reported on the progress of the parking lot repair and advised expenses would be in the \$45,000 to \$47,000 range, not including sealing. He assured that the work is being done in phases so as to not inconvenience our patrons.

Consent Agenda

- Exhibit A.1 Items to be included in Consent Agenda
 - A.1.a Minutes from, July 28, 2014, Board of Trustees Meeting
 - A.1.b Check/Voucher Register – AP Payroll Complete for July 2014
Totaling \$198,319.12
 - A.1.c Check/Voucher Register – AP Payroll Complete for August 2014
Totaling \$205,348.43
 - A.1.d Revenue Summary YTD
 - A.1.e Expenditure Summary
 - A.1.f Expenditure Summary by Location
 - A.1.g Balance Sheet for July 2014
 - A.1.h Balance Sheet for August 2014
 - A.1.i Ehlers Account Statement for July 2014
 - A.1.j Ehlers Account Statement for August 2014

The Consent Agenda was presented by President Skold.

It was moved by Treasurer Biewald and seconded by Vice President Lechuga that we approve the Consent Agenda as presented. Toll Call Vote: Trustee Lindholm – aye, Vice President Lechuga – aye, Treasurer Biewald – aye, Secretary Corbett – aye, Trustee Sommerlot – aye, Trustee Creighton – aye, President Skold – aye. 7 ayes, 0 nays. Motion carried.

Old Business

- Exhibit B.1 Maintenance Contract Renewal – 3M Equipment

It was moved by Trustee Lindholm and seconded by Trustee Creighton that we approve Maintenance Agreements for 3M RFID equipment in an amount not to exceed \$23,000.

Discussion: Amend motion to include the words “with Director to sign contact”. In supporting documentation, remove the entire line which reads “Subtotal Dundee Library - \$27,178.” After alterations, Roll Call Vote was called: Trustee Lindholm – aye, Vice President Lechuga – aye, Treasurer Biewald – aye, Secretary Corbett – aye, Trustee Sommerlot – aye, Trustee Creighton – aye, President Skold – aye. 7 ayes, 0 nays. Motion carried.

New Business

Exhibit C.1 Ordinance 2014-07 Budget and Appropriation

It was moved by Trustee Lindholm, seconded by Vice President Lechuga that we adopt Ordinance 2014-07 Budget and Appropriation. Roll Call vote: Trustee Lindholm – aye, Vice President Lechuga – aye, Treasurer Biewald – aye, Secretary Corbett – aye, Trustee Sommerlot – aye, Trustee Creighton – aye, President Skold – aye. 7 ayes, 0 nays. Motion carried.

Exhibit C.2 Grant of Easement – Final Action

It was moved by Trustee Sommerlot and seconded by Vice President Lechuga that we approve granting an easement to Dundee Township on the terms stated in a written Grant of Easement and to authorize the Library Board President to execute the Grant of Easement and any related documents. Roll Call vote: Trustee Lindholm – aye, Vice President Lechuga – aye, Treasurer Biewald – aye, Secretary Corbett – aye, Trustee Sommerlot – aye, Trustee Creighton – aye, President Skold – aye. 7 ayes, 0 nays. Motion carried.

Exhibit C.3 Renewal of Electronic Database

It was moved by Vice President Lechuga and seconded by Trustee Lindholm that we authorize the Director to contract with Cengage Learning to upgrade our current periodical Gale database to Gale General OneFile, to subscribe to Analytics on Demand, and to subscribe to Kids InfoBits at a bundled price not to exceed \$10,000.

Discussion: When asked for clarification regarding Kids InfoBits and Analytics on Demand, the Director explained that Kids InfoBits is a new tool to aid children in their research and Analytics on Demand is a new product for staff that should provide us with better statistics for decision-making..

Roll Call Vote: Trustee Lindholm – aye, Vice President Lechuga, Treasurer Biewald – aye, Secretary Corbett – aye, Trustee Sommerlot – aye, Trustee Creighton – aye, President Skold – aye. 7 ayes, 0 nays. Motion Carried.

Exhibit C.4 Policy Revision: Special Meetings – first reading and discussion

This item was on the agenda for discussion only and specifies that no meeting shall be held on a legal holiday unless the regular meeting day falls on that holiday. No action is necessary at this time.

Exhibit C .5 Consultant Service Agreement – Needs Assessment/Strategic Facility Plan

It was moved by Vice President Lechuga and seconded by Trustee Creighton that we approve a Consultant Service Agreement with Library Planning Associates, Inc. in the amount of \$20,960 for a Needs Assessment/Strategic Facility Plan and authorize the Library Board President to execute the necessary documents.

Discussion: The board inquired about other professional organizations that had been considered. Discussion on contracting with a firm that had connections with specific architectural firms vs. a firm that does not have connections ensued. It was the consensus of the board that additional information be provided and considered at a future meeting. Following the board's discussion, Vice President Lechuga withdrew his original motion (with Trustee Creighton's concurrence), and moved that we table action on this item until a later date. Treasurer Biewald seconded the new motion. Voice Vote: 7 ayes, 0 nays. Motion carried.

Board Discussion

President Skold announced that there will be a brief Executive Session following tonight's meeting.

Director Bennett advised that she will be unable to attend the October board meeting as she will be in Springfield attending an ILA meeting.

At 8:45 PM President Skold adjourned the meeting to go into executive session per 5 ILCS 120/2 (c) (1) by voice vote of the board.

The regular meeting was called back into session at 9:00 pm. No other business was conducted and the meeting was adjourned at 9:02 pm by voice vote.



Richard V. Corbett - Secretary