

**Fox River Valley Public Library District
Board of Trustees Meeting
May 13, 2013**

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

President Marge Skold called the meeting to order at 7:00 PM

Roll Call

Members present:

President	Marge Skold
Secretary	Richard Corbett
Trustee	Maria Bagshaw
Trustee	Mark Biewald

Members absent:

Vice Pres	Fred Lechuga
Treasurer	Norman Raven

Others present:

Director	Roxane Bennett Nancy Kendzior, Mary Povilonis, Jeanne Etling, Karin Nelson, Carolyn Friedlund, Larry Pepper, Mary Lynne Doherty, Denise Sommerlot, Brian Lindholm, Kirsten Finneran
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Public Comment

Mary Lynne Doherty, Friends of the Library, reported that proceeds from the recently held book sale brought in approximately \$2,500, and the ongoing book sale at Culver's has made \$400 thus far. She informed board members that the Long-Range Planning Report would be coming in the near future. Doherty also advised that the "Prairie Voices", a singing group from the Dell Web community, would be performing at the Dundee Library on May 19th.

President's Report

President Skold reported that she and Director Bennett had attended the IMRF presentation meeting. She gave a brief overview of the presentation.

The President also reported on a workshop recently given by George K Baum & Company, Investment Bankers, which was very informative. Prior to making a decision whether to place a referendum on the ballot, a number of steps should be taken. These include doing a

community analysis and a needs assessment identifying both facility and operating needs. Then, communicating the results of the assessment to the community and getting their reaction. Identifying likely voters and learning what they will support lays the groundwork for Voter turn-out is key to a successful referendum. Skold informed the board that Baum would be happy to make a presentation to board members at some point in the future. President Skold reported the Per Capita Grant letter had been received stating an amount of \$71,255.

Skold reported that the election results were finalized by the county. Mark Biewald (who has been serving in an appointed capacity); Brian Lindholm; and Denise Sommerlot have been elected to the board. She welcomed them and advised that their terms would officially begin at the June 10th regular board meeting.

She also proudly announced that Trustee Richard Corbett has been appointed to the Advocacy Committee of the Illinois Library Association. Corbett advised that his three-year term will commence July 1, 2013.

Director's Report

Director Bennett invited questions about the written reports submitted. A variety of issues were discussed regarding the staff recommendation not to implement an eReader lending program. Director Bennett advised that most requests received by service desk staff are for assistance using a device owned by the patron. The number of people owning eReaders has significantly increased and there does not appear to be evidence of demand for a device lending program. A system has been implemented to track requests for materials and services we don't currently offer. This will help staff gauge the need/demand for new services in the future and respond appropriately. Director Bennett also advised that the Friends of the Library have committed approximately \$2,500 to purchase sets of eReaders and Tablets to be used for staff training. This will help prepare staff to assist users with a variety of devices and is greatly appreciated.

Director Bennett reported on the status of a Marketing Plan and reported that a first draft had been completed. An inventory of communications tools as well as use of social media and our website are being addressed in the document. The web committee is tweaking the website and getting ready to roll out a mobile version website with QR code. The committee is also looking at ways to streamline the website. Bennett advised that the marketing plan will provide a framework for what we want to do in the short term, but the district will need to work with a marketing consultant to take us to the next level. She has talked with several consultants and will have more information on this next month.

Bennett then introduced staff member, Carolyn Friedlund, who presented a program to the board pertaining to the Information Services Team. Friedlund advised that at present her staff consists of 7 full-time employees (4 of which have Master's degrees), and 1 part-time employee

to handle customer services. She acquainted the board with the area of responsibility assigned to each staff member and shared how their individual duties were performed. The ultimate goal, she stated, would be a One-Stop Information Desk. Some of the responsibilities of the Information Services staff include:

- Assistance with public computers
- Maintenance of computers and other equipment
- Conducting computer classes
- Homebound deliveries
- Proctoring exams
- Writers Circle
- Blogs
- Book groups
- Statistics
- Book purchases
- Ordering and processing CD's and DVD's
- Magazine processing

In addition, library card signup and event signup are handled in this area as well.

Consent Agenda

It was moved by Trustee Biewald and seconded by Trustee Bagshaw that the following items be included in the Consent Agenda:

- Exhibit A.1
 - A.1.a Minutes from April 8, 2013, Board of Trustees Meeting
 - A.1.b Minutes from the November 12, 2012, December 10, 2012, January 14, 2013, Executive Session Meetings; and January 29, 2013, Executive Session Review
 - A.1.c Accounts Payable & Payroll Deductions/Expense Checks for April, 2013, totaling \$191,635.24
 - A.1.d Revenue YTD
 - A.1.e 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.f Monetary Assets Report for April, 2013

Trustee Biewald requested Item A.1.e. be withheld for discussion.

Voice vote: 4 ayes, 0 nays. Motion carried.

It was moved by Trustee Bagshaw and seconded by Trustee Biewald that we approve the proposed Consent Agenda as adjusted.

Roll Call Vote: Secretary Corbett – aye, Trustee Bagshaw – aye, Trustee Biewald – aye, President Skold – aye. 4 ayes, 0 nays. Motion carried.

Discussion of item withheld:

Item A.1.e.3 – Request modification of the totals for Randall Oaks Branch be made. This was discussed and Director Bennett agreed to make the requested change(s).

Trustee Bagshaw moved and Trustee Biewald seconded that we approve Item A.1.e with future modifications as agreed.

Roll Call Vote: Secretary Corbett – aye, Trustee Bagshaw – aye, Trustee Biewald - aye, President Skold – aye. 4 ayes, 0 nays. Motion carried.

Old Business

Exhibit B.1 Investment Policy – Second Reading

It was moved by Secretary Corbett and seconded by Trustee Biewald that we adopt the second reading of the Investment Policy.

Roll Call Vote: Secretary Corbett – aye, Trustee Bagshaw – aye, Trustee Biewald – aye, President Skold - aye. 4 ayes, 0 nays. Motion carried.

New Business

Exhibit C.1 Elevator Upgrades

It was moved by Secretary Corbett and seconded by Trustee Bagshaw that we approve mandated upgrades to existing elevator at a cost not to exceed \$12,000.

Discussion: The upgrades are a requirement and should be made to the library elevator. Any excess costs will be carried forward to the new budget year.

Roll Call Vote: Secretary Corbett – aye, Trustee Bagshaw – aye, Trustee Biewald – aye, President Skold – aye. 4 ayes, 0 nays. Motion Carried.

Exhibit C.2 Resolution 2013-04 Honoring Maria C. Bagshaw

It was moved by Trustee Biewald and seconded by Secretary Corbett that we recognize Trustee Maria C. Bagshaw for her years of service on the Board of Trustees of the Fox River Valley Public Library District, formerly known as the Dundee Township Public Library District. Voice Vote: 4 ayes, 0 nays. Motion Carried.

Resolution 2013-04
Honoring
Maria C. Bagshaw

Whereas, Maria C. Bagshaw ably served as Trustee of the Fox River Valley Public Library District from 2011 through May, 2013; and

Whereas, Maria C. Bagshaw served on various committees of the Board of Trustees, and

Whereas, Maria C. Bagshaw played a critical role in setting the long-range plans for the Library district, including promotion and facilitation of construction of a west side Facility; and

Whereas, Maria C. Bagshaw did pivotal research that led to renaming the library district;
And

Whereas, Maria C. Bagshaw ably served during the roof and fascia renovation project;
And

Whereas, Maria C. Bagshaw was instrumental in updating the library policy manual and selection of a new telephone system;

Therefore be it resolved that in recognition of Maria's service to the Fox River Valley Public Library District, the Board of Trustees, on behalf of the residents, staff, and themselves, present to Maria this resolution; and

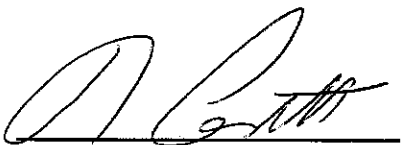
Be it further resolved that on this 13th day of May, two thousand and thirteen, this Resolution be presented to her and that its contents be spread upon the Minutes of this Organization.

Board Discussion

None

Adjournment

There being no further business, President Skold adjourned the meeting at 8:15 PM by voice vote.



Richard V. Corbett - Secretary