

**Fox River Valley Public Library District  
Board of Trustees Meeting  
June 10, 2013**

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

**Roll Call**

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

Members absent:    Treasurer    Norman Raven

Others present:     Director     Roxane Bennett  
   Nancy Kendzior, Mary Provilonis, Jeanne Etling,  
   Karin Nelson, Carolyn Friedlund, Elizabeth Novak,  
   Anne Nickerson, Mary Lynne Doherty, Kirstin Finneran  
   Lynn Sommerlot, Dawn Tracy

Before the regular Board meeting began, Secretary Corbett administered the oath of office to Trustee Biewald, and newly elected trustees Lindholm and Sommerlot.

The meeting was called to order at 7:12 pm by Secretary Corbett acting as President Pro Tem.

The first order of business was the election of board president. Trustee Sommerlot nominated Marge Skold for the office of President. Trustee Lindholm seconded the nomination. There were no other nominations from the floor. Voice Vote: 6 ayes, 0 nays. Skold was elected president.

President Skold then proceeded to call for election of the remaining offices of Vice President, Secretary, and Treasurer. Secretary Corbett nominated Fred Lechuga for the office of Vice President. This was seconded by Trustee Sommerlot. No further nominations from the floor. Voice vote: 6 ayes, 0 nays. Lechuga was elected Vice President.

Marge advised the board that Treasurer Raven did not desire to seek reelection to the office of Treasurer. Vice President Lechuga nominated Mark Biewald for the office of Treasurer. This

was seconded by Trustee Lindholm. No further nominations from the floor. Voice vote: 6 ayes, 0 nays. Biewald was elected Treasurer.

Nominations were called for the office of Secretary. Trustee Sommerlot nominated Richard Corbett. This was seconded by Treasurer Biewald. No further nominations from the floor. Voice vote: 6 ayes, 0 nays. Corbett was elected Secretary.

President Skold welcomed newly elected officers and reminded the Board that while it was comprised of 7 individuals, the goal is to operate successfully as 1 voice and solicited cooperation in accomplishing this goal.

### **Public Comment**

Anne Nickerson, Friends of the Library, reported that the Culvers book sale project continues successfully. She also reported that the long-range planning report had been distributed to Board members and asked for questions concerning the report. Nickerson pointed out that the two main concerns of FOL at this time were 1) forming a fund raising committee; and, 2) forming a membership drive committee. She stated the FOL cannot function successfully without recruiting "new blood." She reported no further development had occurred regarding the filing of tax exempt status for the organization, but she will keep the Board apprised on this.

### **President's Report**

President Skold introduced Dawn Tracy of Ehlers Investment Partners who gave a presentation containing pertinent information resulting from the recent Cash Flow Analysis recently conducted by their firm for the FRVPLD. Ms. Tracy stated that the findings of the report indicated funds in the neighborhood of \$2,000,000 available for investment without affecting the ongoing financial operations of the library. She proceeded to discuss various options available to FRVPLD for investment. The Board brought up several issues regarding the investment process including fees for these services and was advised that the Ehlers firm represents several libraries and fees are based on the amount of investment. Once again, she advised the Board that in the event they were hired to represent FRVPLD, there would be no charge for the Cash Flow Analysis presented this evening. This concluded her presentation.

President Skold then asked for two volunteers to conduct the annual secretary's minutes review as required by the State. Trustees Lindholm and Biewald will perform this review and submit a report at the July meeting.

### **Director's Report**

Director Bennett introduced Karin Nelson, Head of Technical Services and Information Technology. Ms. Nelson gave an informative presentation explaining the various items and services offered through her department. Board members appreciated the opportunity to get better acquainted with this area.

*Marketing Plan* – Director Bennett advised that this identifies and addresses the future need of the library. To be effective, the plan will require one person to work closely with the Director. A job description, as well as title, for this position are presently being worked on and will be ready for presentation to the Board at the next meeting.

*Inventory Appraisal* – This will be a two to three month process. The Director stated that there has never been a system in place to ID and tag furniture and equipment. Accomplishing this will allow tracking of all items, and will assist in determining “real” value for insurance purposes. A one-time expense of approximately \$3,000 will be incurred for this service.

*Branch Analysis* – Bennett reported that findings did not produce evidence at this time for adding more hours at the branch library. This will be monitored and reevaluated going forward.

*Dashboard* – The director explained some of the numbers that appear in this month’s metrics dashboard. Regarding Sunday hours for the summer, she reminded the Board that the reason for closing the main library on Sundays is strictly a budget issue at this time.

### **Consent Agenda**

It was moved by Treasurer Biewald and seconded by Vice President Lechuga that the following items be included in the Consent Agenda:

- Exhibit A.1
  - A.1.a Minutes from May 13, 2013, Board of Trustees Meeting
  - A.1.b Accounts Payable & Payroll Deductions/Expense Checks for May, 2013, totaling \$233,724.15
  - A.1.c Revenue YTD
  - A.1.d Total Expenditures Summary YTD for District Combined
    - A.1.d.1 Expenditure Summary by Location Common
    - A.1.d.2 Expenditure Summary Dundee Library
    - A.1.d.3 Expenditure Summary Randall Oaks Branch
  - A.1.e Monetary Assets Report for May, 2013

Voice vote: 6 ayes, 0 nays. Motion carried.

It was moved by Vice President Lechuga and seconded by Secretary Corbett that we approve the Consent Agenda as proposed.

Roll Call Vote: Vice President Lechuga – aye, Secretary Corbett – aye, Treasurer Biewald – aye, Trustee Lindholm – aye, Trustee Sommerlot – aye, President Skold – aye. 6 ayes, 0 nays. Motion carried.

### **Old Business**

None

**New Business**

**Exhibit C.1 Budget & Levy Calendar FY 2013-14**

It was moved by Treasurer Biewald and seconded by Vice President Lechuga that we adopt the Budget and Levy Calendar for Fiscal Year 2013-14.

Voice Vote: 6 ayes, 0 nays. Motion carried.

**Exhibit C.2 Tentative Working Budget**

It was moved by Vice President Lechuga and seconded by Secretary Corbett that we approve the Tentative Working Budget for FY 2013-14 to provide for continuity of library operations and payments due under previously approved contracts pending passage of a Final Working Budget and the Budget and Appropriation Ordinance.

Discussion: Director Bennett discussed the Tentative Working Budget and answered questions of Board members. She pointed out that the proposed salaries category reflects the anticipated staff increase, as well as a 2% raise pool for present employees. Bennett advised that the Final Working Budget will be prepared and distributed to the Board prior to the July 29<sup>th</sup> meeting along with the Budget and Appropriation Ordinance. After further clarification, Treasurer Biewald moved that a modification be made to the original motion to include a bottom-line amount of \$3,497,500. Vice President Lechuga and Secretary Corbett agreed to the modification to their original motion and the question was called.

Roll Call Vote: Vice President Lechuga – aye, Secretary Corbett – aye, Treasurer Biewald – aye, Trustee Lindholm – aye, Trustee Sommerlot – aye, President Skold – aye. 6 ayes, 0 nays. Motion carried.

**Exhibit C.3 Resolution 2013-05 Authorizing Treasurer to Deposit Funds**

It was moved by Vice President Lechuga and seconded by Treasurer Biewald that we adopt Resolution 2013-05 approving TD Ameritrade Institutional as a depository and custodian of funds.

Discussion: Secretary Corbett asked if the investment firm makes ongoing reports on monies invested, and Director Bennett stated that monthly reports would be made to the Board. President Skold pointed out that we have a policy governing investments and that we will adhere to that policy as it relates to any investing and associated reporting.

Roll Call Vote: Vice President Lechuga – aye, Secretary Corbett – aye, Treasurer Biewald – aye, Trustee Lindholm – aye, Trustee Sommerlot – aye, President Skold – aye. 6 ayes, 0 nays.  
Motion carried.

#### Exhibit C.4 Gallagher Benefits

It was moved by Treasurer Biewald and seconded by Secretary Corbett that we authorize the Director to contract with HRAdvantage, a division of Gallagher Benefits, for ongoing human resource services for FY 2013-14 with a maximum value of \$32,000.

Roll Call Vote: Vice President Lechuga – aye, Secretary Corbett – aye, Treasurer Biewald – aye, Trustee Lindholm – aye, Trustee Sommerlot – aye, President Skold – aye. 6 ayes, 0 nays.  
Motion carried.

#### Exhibit C.5 Computer Consulting Services

It was moved by Vice President Lechuga and seconded by Trustee Lindholm that we authorize the Director to purchase computer consulting services as needed for FY 2013-14 from Sikich LLP, Inc. at a cost not to exceed \$20,000.

Roll Call Vote: Vice President Lechuga – aye, Secretary Corbett – aye, Treasurer Biewald – aye, Trustee Lindholm – aye, Trustee Sommerlot – aye, President Skold – aye. 6 ayes, 0 nays.  
Motion carried.

#### Exhibit C.6 Electronic Resource

It was moved by Vice President Lechuga and seconded by Treasurer Biewald that we authorize the Director to renew the contract with NewsBank, an electronic database, at a cost not to exceed \$17,000.

Roll Call Vote: Vice President Lechuga – aye, Secretary Corbett – aye, Treasurer Biewald – aye, Trustee Lindholm – aye, Trustee Sommerlot – aye, President Skold – aye. 6 ayes, 0 nays.  
Motion carried.

#### Exhibit C.7 Magazine Subscriptions

It was moved by Vice President Lechuga and seconded by Treasurer Biewald that we authorize the Director to renew the contract with WT Cox, a magazine subscription service, at a cost not to exceed \$9,000 to cover both the Dundee Library and the Randall Oaks Branch.

Roll Call Vote: Vice President Lechuga – aye, Secretary Corbett – aye, Treasurer Biewald – aye, Trustee Lindholm – aye, Trustee Sommerlot – aye, President Skold – aye. 6 ayes, 0 nays.  
Motion carried.

Exhibit C.8 Downloadable Music

It was moved by Trustee Lindholm, 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.

Roll Call Vote: Vice President Lechuga – aye, Secretary Corbett – aye, Treasurer Biewald – aye, Trustee Lindholm – aye, Trustee Sommerlot – aye, President Skold – aye. 6 ayes, 0 nays.  
Motion carried.

**Board Discussion**

President Skold reminded Board members that the next meeting will be held July 29, 2013. She also advised Board members that there would be an Executive Session following the close of tonight's regular meeting for the following purposes:

**5 ILCS 120/2 (c)(2)** Deliberations concerning salary schedules for one or more classes of employees.

No other action will be taken upon reconvening the meeting. The meeting was adjourned to executive session at 9:02 pm.

The regular meeting was called back into order at 9:34 pm. Nothing further was discussed and the meeting was adjourned by voice vote at 9:36 pm.



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Richard V. Corbett - Secretary