

**Fox River Valley Public Library District
Board of Trustees Meeting
April 8, 2013**

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

President Marge Skold called the meeting to order at 7:01 PM

Roll Call

Members present:

President	Marge Skold
Vice Pres	Fred Lechuga
Treasurer	Norman Raven
Secretary	Richard Corbett
Trustee	Maria Bagshaw
Trustee	Mark Biewald

Members absent: none

Others present: Director Roxane Bennett
Nancy Kendzior, Mary Povilonis, Jeanne Etling,
Elizabeth Novak, Karin Nelson, Carolyn Friedlund,
Mary Lynne Doherty, Anne Nickerson, Denise Sommerlot,
Erika Morris, Chris Lueders

Public Comment

Anne Nickerson, Vice President, of the Friends of the Library advised the Board of the resignation of their President due to relocation. A successor will be announced at the next meeting. Nickerson also brought the Board up to date on the survey status, which has now been completed. They were very pleased with the public response, and the findings of the survey will be distributed to the Board in the near future. One by-product of the survey was increased interest in the FOL organization by participants of the survey. She reminded the Board of the upcoming book sale to be conducted on Thursday, Friday and Saturday.

President's Report

President Skold reminded Board members that the Statement of Economic Interest should have been received via e-mail and urged members to respond and advise Karen Werle when approval has been received. Skold pointed out that the staff reports, as well as the Director's

report, showed substantial increase in activity at library facilities, as well as on the web-site; namely, on Facebook.

Director's Report

Director Bennett introduced representatives Erika Morris and Chris Lueders of A. J. Gallagher & Co. who were in attendance to address in detail the increase in premium for library insurance coverage. It was pointed out that Gallagher has been representing the library for over 20 years. In breaking out the reasons for the premium increase of 12%, there were three factors cited - change in appraisal value of the main library building; change in contents value due in part to the addition of the Branch; and higher worker's compensation liability resulting from past history as well as increased payroll due to the addition of the Branch.

At this point, Board members questioned the determination of content value, and inquired if there was any difference in coverage on property owned as opposed to property leased. It was felt that in the future there may be a need for an in-depth inventory of the library contents. Director Bennett will research the cost of such an inventory. She explained that the library is not staffed to perform such an inventory.

After satisfying Board concerns, President Skold suggested that perhaps presentation of future insurance costs should be made to the Board earlier in the year (perhaps in February) in order to provide members time to examine the proposal. It was also suggested that when quoting premium cost, the words "not to exceed" be included in the dialog. Gallagher saw no problem with these requests.

Ms. Lueders then acquainted the Board with the possibility of future "pooling" with other libraries in an effort to lower premiums. She explained that having multiple libraries covered as a group would be beneficial. She advised Gallagher was partnering with ILA in conducting a feasibility study to gauge interest in such an endeavor, as it would take a commitment of enough libraries to proceed. She advised that survey results will be presented at a future ILA meeting, possibly in the fall. This concluded the Gallagher presentation.

Director Bennett then called upon Elizabeth Novak, Head of Children's Services, who did a Power Point presentation introducing the Board to the various services provided by Childrens Services. She reported that the department is now fully staffed with 3 full-time employees and 5 part-time employees. Highlights of 2nd grade visits, paid program activities, reading club participation, and computer usage, showing interaction between the children and staff members were shown. She informed the Board that upward of 50 teenage volunteers were used to administer the Summer Reading Program which had approximately 1700 participants. Also a tour of the Childrens Services area was viewed, clearly showing the need for more space to operate efficiently. Novak pointed out that there are two major areas of concern in the Childrens Department; one being lack of space, and the other pertaining to lack of funds. She explained that at times the interest in programs presented exceeds the space available to

accommodate all the children wanting to attend. Novak informed the Board that plans are to present more programs using "in-house" talent, since she felt her staff had these capabilities. Plans are to continue working with local agencies in promoting childhood literacy.

Consent Agenda

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

- Exhibit A.1
 - A.1.a Minutes from March 11, 2013, Board of Trustees Meeting
 - A.1.b Accounts Payable & Payroll Deductions/Expense Checks for March, 2013, totaling \$172,147.49
 - 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 March 2013

Trustees Biewald and Raven requested items A.1.c, A.1.d, A.1.d.1, and A.1.e. be withheld for discussion. The motion was amended to include items A.1.a, A.1.b, A.1.d.2, and A.1.d.3 in the Consent Agenda.

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

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

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

A discussion was held of each item withheld from the Consent Agenda:

Item A.1.c – Request to add a total to the format. This can be done beginning next month.

Item A.1.d.1 – Discussion of common expenses and possible allocation of all or most expenses between locations for future budgets.

Item A.1.e – Discussion of budgeting revenue by month for future years to help with tracking cash flow.

Item A.1.d – Discussion of budgeting expenditures by month and reporting performance to budget each month.

Trustee Biewald moved and Vice President Lechuga seconded that we approve the balance of the Consent Agenda including Items A.1.c, A.1.d, A.1.d.1, and A.1.e.

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

President Skold acknowledged Denise Sommerlot, candidate for the FRVPLD Board, who is in attendance tonight.

Old Business

Exhibit B.1 Social Media Policy – Second Reading

It was moved by Vice President Lechuga and seconded by Trustee Bagshaw that we adopt the second reading of the Social Media Policy.

Discussion: The question of easy access to the guidelines for using the Social Media Policy was brought up, i.e., would the average person know where to find the guidelines easily. Staff informed the Board that at present there is no obvious notice of where to find the guidelines; however, the location will be posted prominently on the FRVPLD web-page which should assist users in reviewing them.

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

New Business

Exhibit C.1 Investment Policy – First Reading

It was moved by Vice President Lechuga and seconded by Trustee Biewald that we adopt the Investment Policy – First Reading.

Discussion: President Skold advised that this policy is in essence the same policy as previously adopted in 1999 with the difference being in the reporting only. She assured the Board that she had examined the policies side-by-side in order to determine any other changes. She asked the Board to address any concerns they may have regarding the Investment Policy. Board concerns included security and legality of investments and the protection of the principal. Members were advised that library counsel had reviewed this policy prior to presentation.

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

Exhibit C.2 Non-Resident Library Cards

It was moved by Trustee Biewald and seconded by Secretary Corbett that the FRVPLD not offer Non-Resident Library Cards.

Discussion: There is no longer any need to offer these cards to the public.

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

Exhibit C.3 Unique Management Services (UMS) Agreement

It was moved by Vice President Lechuga and seconded by Trustee Biewald that we authorize the Director to retain Unique Management Services (UMS) to provide Material Recovery services on a budget-neutral basis.

Discussion: President Skold advised the Board that UMS is not an ordinary collection agency but rather represents many of the libraries within our Consortium. Because of the significant amount owed our library in past-due fines and materials not returned, it was felt that this is the right direction to take at this time. Procedure was discussed in detail including waived fines, collections by other libraries we work with, breakdown of accounts being considered for collection. Director Bennett stated that every effort was being made to allow patrons to clear up their accounts before sending them to UMS for collection. She also noted that there will be additional expense to set up this program.

Roll Call Vote: Vice President Lechuga – aye, Treasurer Raven – nay, Secretary Corbett – aye, Trustee Bagshaw – aye, Trustee Biewald - aye, President Skold – aye. 5 ayes, 1 nay. Motion carried.


Board Discussion

None

Adjournment

President Skold advised an Executive Session will be held following tonight's meeting. She adjourned the Regular Board Meeting at 9:00 PM.

President Scold called the meeting back into session at 9:07pm. There being no further business, the meeting was adjourned at 9:08pm by voice vote.



Richard V. Corbett - Secretary