

**Fox River Valley Public Library District
Board of Trustees Meeting
September 9, 2013**

**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 Norman Raven
 Trustee Denise Sommerlot (Arrived late)

Others present: Director Roxane Bennett
 Nancy Kendzior, Jeanne Etling, Karin Nelson,
 Anne Nickerson, Kirsten Finneran, Carolyn Friedland,
 Bob Smith, Mike Tennis

The meeting was called to order at 7:00 PM by President Skold. President Skold then temporarily adjourned the regular board meeting to conduct the Budget and Appropriation Hearing. Upon closure of the B & A Hearing, the regular board meeting was called back into order at 7:08 pm.

Public Comment

Anne Nickerson, President of Friends of the Library Organization, 638 Ravine Road, East Dundee, IL, introduced Bob Smith, Vice President, FOL, who will be the new representative to the board. Bob Smith, 185 Sunset Drive, Carpentersville, IL advised the board of the status of the book drive in preparation for the October book sale. Smith informed the board that dealers would be assessed a \$10 entry fee in order to participate in this event. He also advised that prices on books sold will be adjusted in order to bring them in line with prices currently being charged at the Culvers location. Smith urged board members to sign up to participate in Heritage Fest on the library's behalf.

President's Report

President Skold called trustees attention to the recent IPLAR report. She called for discussion concerning perceptions of each board member regarding strengths, weaknesses, opportunities and threats of the FRVPLD. In summary, the discussion pointed out that while present staff does an outstanding job in most areas given the limited funds available, increased growth is imperative for future success. However, this would require additional funding going forward.

Director's Report

Director Bennett called attention to the marketing checklist distributed to board members and called on Kirstin Finneran to update the board on the status of a marketing plan for FRVPLD. Finneran advised that while the library does have a marketing plan, it was developed without a strategic plan in place. Once additional staff positions are up and running, there will be adequate staff to address the needs of marketing development. At present the Marketing Department is the smallest department within the library. She stated that the future success of FRVPLD depends on community participation, which will result from improved marketing, public relations and public outreach programs. Finneran advised that an actual survey showing public awareness of the offerings of FRVPLD will be conducted during Heritage Fest and the results of this survey will be passed on to the board.

The statistical dashboard was discussed briefly and board members stated that this information is very helpful.

Director Bennett then introduced Nancy Kendzior, Branch Manager, who presented an overview of the Branch Library. She reported that a great working relationship exists between the Branch and the Park District. Kendzior introduced Branch staff which at present consists of 4 part-time employees and 1 full-time – the Manager. Through the use of a clever video presentation, the board was able to observe various programs offered at this facility, as well as equipment and reading material available. Kendzior pointed out the express computer recently installed for patron usage. As she stated, "the Branch complements the Main Library."

New organizational chart was distributed to board members showing two additional management positions and associated reports. The new positions, when filled, will serve to alleviate duties which now fall on the shoulders of the Director. Both positions will report directly to the Director. Trustee Raven suggested that close watch be kept when adding staff and dollars to the Salary function to insure that this area does not exceed an acceptable level.

Director Bennett reported that no formal notice has been received indicating the Township offices vacating the space used by them. She will keep the board posted on any future development.

The Director gave special recognition to the efforts of Executive Assistant, Karen Werle, in following to fruition the roof repair project. Since the roof survived the recent inclement weather without further problems, the project can now be closed out.

Consent Agenda

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| Exhibit A.1 | A.1.a | Minutes from July 29, 2013, Board of Trustees Meeting |
| | A.1.b | Accounts Payable & Payroll Deductions/Expense Checks for July, 2013, totaling \$191,918.10 |
| | A.1.c | Accounts Payable & Payroll Deductions/Expense Checks for August, 2013, totaling \$180,375.00 |
| | A.1.d | Revenue YTD covering July and August, 2013 |
| | A.1.e | Total Expenditures Summary YTD for District Combined covering July and August, 2013 |
| | 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 Treasurer's Report for July, 2013
- A.1.f Treasurer's Report for August, 2013

The proposed Consent Agenda was read by President Skold.

Treasurer Biewald moved and Vice President Lechuga seconded that we approve the Consent Agenda as presented. Roll Call Vote: Trustee Lindholm – aye, Vice President Lechuga – aye, Treasurer Biewald – aye, Secretary Corbett – aye, Trustee Raven – abstain, Trustee Sommerlot – aye, President Skold – aye. 6 ayes, 1 abstain, 0 nays. Motion carried.

Old Business

Exhibit B.1 Capital Asset Policy – Second Reading

Treasurer Biewald moved and Vice President Lechuga seconded that we adopt the Capital Asset Policy. Roll Call Vote: Trustee Lindholm – aye, Vice President Lechuga – aye, Treasurer Biewald – aye, Secretary Corbett – aye, Trustee Raven – abstain, Trustee Sommerlot – aye, President Skold – aye 6 ayes, 1 abstain, 0 nays. Motion Carried..

New Business

Exhibit C.1 Maintenance Contract Renewal

It was moved by Vice President Lechuga and seconded by Trustee Lindholm that we approve annual Maintenance Agreements for 3M RFID equipment at both locations in an amount not to exceed \$43,255. Roll Call Vote: Trustee Lindholm – aye, Vice President Lechuga – aye, Treasurer Biewald – aye, Secretary Corbett – aye, Trustee Raven – aye, Trustee Sommerlot – aye, President Skold – aye. 7 ayes 0 nays. Motion carried.

Exhibit C.2 Electronic Database Reference USA Renewal

It was moved by Vice President Lechuga and seconded by Secretary Corbett that we authorize the Director to renew Reference USA Database for FY 13/14 at a cost not to exceed \$10,000. Discussion: the board was informed that Reference USA is the only database we offer for our business community. Roll Call vote: Trustee Lindholm – aye, Vice President Lechuga – aye, Treasurer Biewald – aye, Secretary Corbett – aye, Trustee Raven – aye, Trustee Sommerlot – aye, President Skold – aye. 7 ayes, 0 nays. Motion carried.

Exhibit C.3 Ordinance 2013-06 Budget & Appropriation Ordinance

It was moved by Treasurer Biewald and seconded by Vice President Lechuga that we adopt Budget and Appropriation Ordinance 2013-06. Discussion: The board was informed that this Ordinance had been reviewed by the attorney for FRVPLD. Roll Call vote: Trustee Lindholm – aye, Vice President Lechuga – aye, Treasurer Biewald – aye, Secretary Corbett – aye, Trustee Raven – aye, Trustee Sommerlot – aye, President Skold – aye. 7 ayes,0 nays. Motion carried.

Exhibit C.4 New Organizational Chart

It was moved by Treasurer Biewald and seconded by Trustee Sommerlot that we approve the New Organizational Chart.

Discussion: Trustee Raven expressed concern over increased payroll dollars. Director Bennett explained that additional staff is necessary to accomplish the day-to-day operation of the library. She stated both Assistant Director positions were deemed absolute necessities to complete this. Following further discussion the question was called.

Roll Call vote: Trustee Lindholm – aye, Vice President Lechuga – aye, Treasurer Biewald – aye, Secretary Corbett – aye, Trustee Raven- aye, Trustee Sommerlot – aye, President Skold – aye. 7 ayes, 0 nays.
Motion carried.

Board Discussion

It was noted that Secretary Corbett and Trustee Sommerlot are slated to attend the ILA Conference in October. Board members were urged to attend the Legislative Briefing to be held in February. Good representation of State legislators is expected to attend. A Committee of the Whole Workshop is tentatively set for November 2. This workshop is for the benefit of new board members and suggested topics include Marketing and Strategic Planning. Completed details will be forthcoming.

Adjournment

President Skold declared the meeting adjourned at 9:03 PM.

A handwritten signature in black ink, appearing to read "R. Corbett", is written over a horizontal line.

Richard V. Corbett - Secretary