

**Fox River Valley Public Library District
Board of Trustees Meeting
July 28, 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, Elizabeth Novak Christine Cigler, Brian Wing, Bob Smith,
-----------------	----------	--

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

Public Comment

Bob Smith, 185 Sunset Drive, Carpentersville, Friends of the Library, reported that the Summer Reading Program party kickoff was considered a success although it could have been better attended. Considering this was a first-time event, it was well received. October 4 is the date for the next book donation drive, with the next book sale to be held October 16-18.

President's Report

President Skold informed board members of the ILA meeting to be held in Springfield October 14-16 and urged them to attend if possible. Secretary Corbett advised he would be attending the Trustee Day session.

President Skold advised she will be out of the country for the better part of the month of August, and in her absence Vice President Lechuga or Secretary Corbett should be contacted for anything requiring immediate attention.

She reported that plans for the November 1 workshop will be finalized in the near future and notice will be sent to board members. She also reminded the board that on August 28th the Illinois Bond or Tax Election Workshop will be held in Rosemont from 9:00 AM until noon.

President Skold encouraged board members to attend if possible. Members interested in attending are asked to notify Director Bennett of their intentions.

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

Citizen's Input Committee (Brian Lindholm) - previously scheduled meeting has been rescheduled and will report on this next board meeting

Community, Friends, Marketing (Denise Sommerlot) – will meet quarterly beginning August 25, 2014

Personnel, HR, Ethics (Fred Lechuga) – nothing to report at this time

Building & Maintenance (Phyllis Creighton) – quarterly meetings will be held, conducted preliminary survey of premises

Secretary Corbett, member of the ILA Advocacy Committee reported that an orientation meeting was held in Bloomington and plans were laid for the coming year. It is the hope of the committee that an informational network can be built allowing more effective action by the ILA.

Treasurer Biewald reported that expenses continue to remain in line with virtually every budget line coming in under budget. FRVPLD ended the fiscal year a half-million dollars under budget.

Director's Report

Director Bennett asked Christine Cigler to discuss FRVPLD's Strategic Plan. Cigler explained that the document included with the board packet includes background information and is more detailed than the formal plan the board will be asked to approve. Feedback was requested from board members. The Vision Statement was discussed and edited. Goals and timelines were also discussed and Cigler stressed that goals are meant to be revisited on an ongoing basis and updated accordingly. Discussion also included development of annual internal work plans based on the final Strategic Plan and reporting of progress to the Board.

Bennett then asked Karin Nelson, Technology Department, to share with the board a webinar entitled "Edge Initiative." This program specifically designed for libraries, allows the opportunity to determine whether technological needs of the community are being met by the library serving said community. It identifies what is working as well as areas where there is room for improvement, and allows the opportunity for comparison to other libraries of same size. Viewing this assessment program is a requirement for the Per Capita Grant, and may be helpful in determining participation in other future grants as well.

The Director reported that documents regarding the space formerly occupied by Township offices have been revised and returned. Results will be presented by our attorney at the September board meeting. She also stated that Anders Dahlgren, President of Library Planning Associates, will attend the September board meeting to discuss space planning.

It was noted that June circulation numbers were the highest ever reported to date for FRVPLD. It was also noted that the Algonquin Library was suspending fines for their patrons. This is not seen as a possibility for FRVPLD in the near future due to the fact that our tax revenue is considerably lower than theirs, and fines collected provide a needed source of income.

The five new positions added in order to increase hours at the Randall Oaks Branch have been filled. As of 8/11, the Branch will be open 60 hours per week.

Brian Wing, newly hired Facilities Manager, was introduced. Wing gave the board a synopsis of past experience, as well as a brief overview of upcoming projects for FRVPLD. He stated his pleasure of working in the community in which he resides and looks forward to this opportunity.

Elizabeth Novak reported preliminary numbers for the 2014 Summer Reading Program with over 1900 participants, the highest number ever reported. Novak also addressed the subject of school contacts in our district and reported that FRVPLD has begun working with the DeLacy Center for pre-school age children.

Consent Agenda

- Exhibit A.1 Items to be included in Consent Agenda
 - A.1.a Minutes from, June 9, 2014, Board of Trustees Meeting
 - A.1.b Accounts Payable & Payroll Deductions/Expense Checks for June, 2014, totaling \$219,704.49
 - A.1.c Revenue YTD
 - A.1.d 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.e Treasurer's Report for June, 2014

The Consent Agenda was presented by President Skold.

It was moved by Trustee Treasurer Biewald and seconded by Vice President Lechuga 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 Sommerlot – aye, Trustee Creighton – aye, President Skold - aye. 7 ayes, 0 nays. Motion carried.

Old Business

None

New Business

Exhibit C.1 Illinois Public Library Annual Report (IPLAR)

It was moved by Trustee Lindholm, seconded by Trustee Creighton that we approve the Illinois Public Library Annual Report.

Discussion: Corrections were made as follows: expiration of terms of serving on the board for Richard Corbett and Fred Lechuga to read 2015 instead of 2013. Address correction made for Trustee Phyllis Creighton.

Voice Vote: 7 ayes, 0 nays. Motion Carried.

Exhibit C.2 Ordinance 2014-07 Tentative Budget and Appropriation

It was moved by Trustee Sommerlot and seconded by Treasurer Biewald that we approve Ordinance 2014-07 Annual Budget and Appropriation Ordinance for the Fox River Valley Public Library District, Kane County, Illinois for Fiscal Year Beginning July 1, 2014, and ending June 30, 2015.

Discussion: It was explained that the B & A represents the amount that can legally be spent during the fiscal year. Said budget will be posted for the public prior to the public hearing to be held September 8, 2014, at 6:30 PM, in conjunction with the September board meeting.

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.3 Purchase of Laptops

It was moved by Vice President Lechuga and seconded by Treasurer Biewald that we approve purchase of 13 replacement laptops in an amount not to exceed \$8,100.

Discussion: The possibility of piggy-backing with a school district or perhaps going directly to Microsoft to realize some savings was suggested as a possibility. Karin Nelson advised that utilizing a company such as Microsoft would cover software only and this would not serve our needs as it would not include hardware. She informed the board that three quotes were solicited and received from Gov Connection, Dell, and HP, and the bid from Gov Connection is considered very competitive as well as meeting all of our criteria.

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.4 Parking Lot and Sidewalk Improvements

It was moved by Treasurer Biewald and seconded by Trustee Sommerlot that we authorize the Director to purchase parking lot and sidewalk improvements as part of an intergovernmental agreement between the Village of East Dundee and the Fox River Valley Public Library District. Sealed bids will be submitted to the Village and opened on August 14, 2014. Work will begin in early September. Authorized funding is not to exceed \$60,000.

Discussion: Brian Wing outlined for the board exactly what was going to be done for parking lot and sidewalk improvements. He pointed out these repairs must be made to insure patron safety. He also stated that considerable savings resulted in working with the Village on this project. The board questioned the possibility of contacting other businesses to perform this work, but was advised that the cost of hiring outside engineers in this regard would result in considerably higher costs. It was felt that the Village offers the most economical way to go.

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.

Board Discussion

President Skold announced the next meeting will be held September 8, 2014, and advised that FRVPLD's attorney would be present to answer any questions board members may have, as well as provide an update regarding space previously occupied by Dundee Township.

She also reported that the Annual Minutes Review had been completed by Trustees Sommerlot and Creighton.

At 9:00 PM President Skold declared the meeting adjourned by unanimous voice vote of the board.



Richard V. Corbett - Secretary