

**Fox River Valley Public Library District  
Board of Trustees Meeting  
October 14, 2013**

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

**Roll Call**

**Members present:**

Vice Pres	Fred Lechuga
Treasurer	Mark Biewald
Secretary	Richard Corbett
Trustee	Brian Lindholm
Trustee	Norman Raven
Trustee	Denise Sommerlot

**Members absent:** President Marge Skold

**Others present:** Director Roxane Bennett  
Nancy Kendzior, Jeanne Etling, Anne Nickerson,  
Kirsten Finneran, Carolyn Friedlund, Elizabeth Novak,  
Bob Smith, Mike Tennis, Mary Povilonis, Jamie Wilkey

In the absence of President Skold, the meeting was called to order at 7:00 PM by President Pro Tem Lechuga.

**Public Comment**

Bob Smith, 185 Sunset Drive, C'Ville, Friends of the Library, reported the drive for books for the upcoming book sale to be held October 24 through 26, had been very successful. He also stated the continuing success of the ongoing book sales at the Culver location.

President Lechuga then announced a change in tonight's agenda. He brought forward a resolution that recognized the work of the friends of the Library. Resolution 2013-07 was read by Lechuga as follows:

**RESOLUTION 2013-07  
FRIENDS OF THE LIBRARY WEEK  
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT**

*Whereas, the Friends of the Fox River Valley Public Library District raise money that enables our library to provide needed resources for adult programming, class visits for all 2<sup>nd</sup> graders in the Library District, technology equipment, and special events throughout the year;*

*Whereas, the work of the Friends highlights, on an on-going basis, the fact that our library is the cornerstone of the community providing opportunities for all to engage in the joy of life-long learning and connect with the thoughts and ideas of others from ages past to the present;*

*Whereas, the Friends understand the critical importance of well-funded libraries and advocate to ensure that our library gets the resources it needs to provide a wide variety of services to all ages including access to print and electronic materials, along with Expert assistance in research, readers' advisory, and children's services;*

*Whereas the Friends' gift of time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community;*

*Now, therefore, be it resolved that the Board of Trustees of the Fox River Valley Public Library District proclaims October 20-26, 2013, as Friends of the Library Week in the Fox River Valley Public Library District, urges everyone to join the Friends of the Library, and thank them for all they do to make our library and community so much better.*

President Lechuga asked for a motion to adopt Resolution 2013-07, Friends of the Library Week. Secretary Corbett so moved, seconded by Trustee Raven.

Discussion: Anne Nickerson, 638 Ravine Road, E. Dundee, FOL, thanked the Board for this recognition. She shared with the Board a sample of a marketing tool which will be on display throughout the library in preparation for the upcoming book sale. Secretary Corbett expressed appreciation to the Friends of the Library for their continuing support of FRVPLD.

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

### **President's Report**

President Lechuga introduced Jamie Wilkey, Lauterback & Amen, to present findings of the recently conducted audit of FRVPLD. Ms. Wilkey, 27W457 Warrenville Road, Warrenville, informed the Board that the FRVPLD received the highest rating given to libraries in this regard. On a positive note, Wilkey pointed out the library ended the fiscal year with a positive General Fund Balance. However, she did express concern over the present software used for accounting purposes and urged the board to consider upgrading the software to something more widely supported. Director Bennett acknowledged the concern and advised no funds had been included in the budget for an upgrade this fiscal year. She did state that this is on the

future “needs” list. Staff researched fund accounting software options and upgrade costs in early 2012. Approximately \$30,000 is needed for acquisition, installation, conversion, and staff training on a new fund accounting software system that would be an improvement on the current system. Wilkey then fielded questions and concerns of the Board and upon closing invited members to contact her with any future concerns they may have regarding the audit. At the Board’s request, future audit findings will be distributed to Board members in hard copy prior to the final audit presentation, allowing them time to better prepare for discussion.

### **Director’s Report**

Director Bennett advised the Board that in the future the annual renewal date for employee benefit insurances will be moved to January 1. By November 22, 2013, staff members will select among coverage options. Three medical plans are offered through our library health insurance cooperative - Wellness Insurance Network. Educational sessions will be conducted with staff to assist with their final decision-making process.

Bennett advised that discussions were progressing regarding the possibility of “pooling” by several libraries in an effort to realize a reduction in the cost of our Package insurance plan that covers the library. She stated that ILA has indicated this is a real possibility as more and more libraries show interest in it. She informed the Board that they will receive further information in early November, and a decision will have to be made at the November meeting in order to participate in the pool which is expected to begin January 1.

The Director advised that a job posting for Assistant Director of Public Services will be posted this week. She hopes to begin interviewing in the near future.

Regarding completion of the roof project, everything is now finalized and has been reviewed. Final disbursement is ready for delivery.

The Per Capita application is due October 15, and upon the Board’s approval at tonight’s meeting, will be submitted. This grant is worth approximately \$70,000 a year to FRVPLD.

### **Consent Agenda**

- Exhibit A.1 Approval of items to be included in Consent Agenda
  - A.1.a Minutes from September 9, 2013, Budget & Appropriation Hearing
  - A.1.b Minutes from the September 9, 2013, Board of Trustees Meeting
  - A.1.c Accounts Payable & Payroll Deductions/Expense Checks for September, 2013, totaling \$272,373.65
  - 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 Treasurer's Report for September, 2013

The Consent Agenda was read by President Lechuga.

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

**Old Business**

None

**New Business**

**Exhibit C.2 Resolution 2013-08 Determine Estimate of Funds Needed for Fiscal Year 2013-14**

It was moved by Treasurer Biewald and seconded by Secretary Corbett that we adopt Resolution 2013-08 To Determine Estimate of Funds Needed for Fiscal Year 2013-14. Roll Call Vote: Trustee Lindholm – aye, Treasurer Biewald – aye, President Lechuga – aye, Secretary Corbett – aye, Trustee Raven – aye, Trustee Sommerlot – aye. 6 ayes, 0 nays. Motion carried.

**Exhibit C.3 Snowplow Contract**

It was moved by Trustee Lindholm, seconded by Treasurer Biewald that we approve the Tovar contract up to a maximum of \$15,000.

Discussion: Director Bennett advised we will be trying a new local company for this year. It was the low bidder. She advised that Tovar had been highly recommended.

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

**Exhibit C.4 Per Capita Grant**

It was moved by Treasurer Biewald and seconded by Trustee Sommerlot that we approve the 2014 Per Capita Grant Application.

Discussion: Director Bennett advised this application is filed each year. Under Illinois law, Per Capita funds are available for public libraries. In the past, FRVPLD'S funds have been approximately \$70,000 and are expected to remain the same. This year's funds are tentatively

planned to be used for further improvement in the technology area. Expenditure of Per Capita funds is approved by the Board, in the same way other expenditures are approved.

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

**Board Discussion**

The upcoming Committee of the Whole Meeting will be held at the West Dundee Safety Center at Carrington and Rt. 72 on November 2, 2013 starting at 8:30 AM.

Results of the recent survey conducted at the recent area Heritage Fest were discussed briefly. A complete analysis will be shared with the Board when completed. The ages of participants in the survey ranged from under 10 years old to over 60 years old and included representation from Carpentersville, East Dundee, West Dundee, Barrington Hills, Elgin, Gilberts, Algonquin and Sleepy Hollow. Interaction with area schools was discussed, as well as more effective means of reaching the publi.

**Adjournment**

At 8:20 PM, President Lechuga declared the regular meeting temporarily adjourned in order to hold an Executive Session in accordance with 5 ILS 120/2 (c)(1)for purposes of discussing a personnel issue.

The regular meeting was called back into session at 8:55 pm by President Pro tem Lechuga. No other business was discussed so the meeting was adjourned at 8:56 pm by voice vote.

  
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Richard V. Corbett - Secretary