

FOX RIVER GROVE PUBLIC LIBRARY DISTRICT
REGULAR MEETING of the BOARD OF TRUSTEES
Tuesday, August 15, 2017 at 7:00 pm

MINUTES

CALL TO ORDER – President Laura Anderson called the meeting to order at 6:58 p.m.

ROLL CALL – Anderson, Campbell, Gans, Zurla, Cooper, Thew, Medina, and Steeves.

CITIZEN'S INPUT - No citizens present.

CORRESPONDENCE

- 1) Response from Village of Fox River Grove-nothing has been done yet on the housing project.
- 2) FRG Fox Chase 5K-2 people have been signed up, the library has 2 more spots (Anderson and Medina will take those two spots). Due date to let Nicole know Friday, September 8th.

CONSENT AGENDA - Gan made a motion to pass the Consent Agenda.

- 1) Items to be included in Consent Agenda
 - a. Minutes from the June 20, 2017 Board of Trustees Meeting
 - b. Updated FOIA Text FY1718
 - c. Tentative Budget & Appropriation Ordinance 2017-8-1
 - d. 2016 Nonresident Fees
 - e. Treasurer's Report
 - i. Accountant Report
 - ii. Transfer Funds Totaling \$54,600 for July Bills and Two Upcoming Payrolls
- 2) Consent Agenda Approval (voice vote) – Gans read Consent Agenda into record. Medina seconded. Vote: All ayes.
- 3) Consideration of item(s) withheld for separate action (if any) – No items withheld.

COMMITTEE REPORTS

- 1) Facility Committee: Did not meet.
- 2) Budget Committee: Did not meet, next meeting is Friday September 8, 2017 @10:00 am.
- 3) Policy Committee: Did not meet. The Policy Committee does not need to meet until November.

REPORT OF THE DIRECTOR – Change in statistics reporting format to match IPLAR reporting methods. The summer reading program was a success. Picnic was at Lions Park. Eclipse glasses were passed out at the picnic but Amazon sent Nicole an email saying they can't guarantee the safety of the glasses. Nicole is trying to fix the situation. Wifi hotspots going great. LionsFest Ice Cream is at Norge this year, and Dairy Queen owner will donate 20% of sales to FRGML, no strings attached.

- 1) FRG Centennial. Nicole will talk to FRG historian Linda Stengele about possible celebration ideas. Gans will maybe make a quilt.
- 2) Critical Facilities Plan – We have a lot of reserve so we need to have a Critical Facilities Plan. We need a new elevator. We need to have a plan for it. We possibly make the staff bathroom ADA-compliant while they are putting in a new elevator. Other possible improvements: move the quiet study room to another location and also the storage.

Setting up meeting for those individuals who participate in the community about necessary updates to the library. Will have lunch catered for meeting on October 21, 12:30 pm. To 3:00 pm. Suggestions for caterers: Panera, Jewel, Pizza places. Put on the invitation to this event what the library offers. We are trying to get the community input. Need marketing campaign for this event. Board members who are facilitating at public event will meet October 17, 2017 at 5:30 pm before regularly scheduled Board meeting to prepare.

SPECIAL REPORTS – Minutes of the June 13, 2017 Friends of the Library Meeting. The friends just got new members from the Lioness Group.

UNFINISHED BUSINESS – None

NEW BUSINESS (all possible action items)

- 1) ILA Trustee Day – Thursday, October 12, 2017 – Anderson, Gans, Campbell, Zurla attending.
- 2) Director Agreement – Does not want to redo every year. Open ended. Campbell wants to approve the employment agreement between the Board of Trustees and Nicole Steeves. Medina seconded. Vote: All ayes.
- 3) New Job Descriptions and Organization Chart – When Jeanne retired, Nicole had to spread her responsibilities to other people. Assistant to Director is a new position. The Board is questioning 35 hours a week is not part-time position. Nicole will check on this.
- 4) Scheduling a Building Tour for Entire Library Board. Board meeting is scheduled for September 19 at 6:30 p.m. The tour will commence at 6:00 p.m. on that day and will be the next Facilities Committee meeting.

TRUSTEE COMMENTS – None

EXECUTIVE SESSION – None

ADJOURNMENT – Zula makes a motion to adjourn at 8:16 p.m. Cooper seconded. Vote: All ayes.

Respectfully submitted,

Jeff Medina, Secretary

Laura Anderson, President