

FOX RIVER GROVE PUBLIC LIBRARY DISTRICT
REGULAR MEETING of the BOARD OF TRUSTEES
Tuesday, November 20, 2018 at 6:30 pm

MINUTES

CALL TO ORDER - Anderson called meeting to order at 6:32pm.

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

CITIZEN'S INPUT - Citizens Present: Chris Spiek, Sue Coen (Audit Presentation)

CORRESPONDENCE AND LIBRARY NEWS - Reviewed all correspondence

- 1) Letter from Tammy Duckworth
- 2) Press releases about Michael Campbell's Election to RAILS Board
- 3) TIF Email from McHenry County Clerk's Office
- 4) Notice of Public Hearing
- 5) Library referenda roundup
- 6) Ehlers Illinois Office Closure

CONSENT AGENDA

- 1) Items to be included in Consent Agenda
 - a. Minutes from the October 16, 2018 Board of Trustees Meeting
 - b. Minutes from the November 5, 2018 Policy Committee Meeting
 - c. Treasurer's Report
 - i. Accountant Report
 - ii. Transfer Funds Totaling \$127,000 for October and November Bills and Four Upcoming Payrolls
- 2) Consent Agenda Approval (voice vote) - Medina made a motion to approve the consent agenda. Voice vote: All ayes. Campbell and Gans absent.
- 3) Consideration of item(s) withheld for separate action (if any) - no items withheld for separate action

COMMITTEE REPORTS

- 1) Facility Committee: Did not meet
- 2) Budget Committee: Did not meet - Committee reaffirmed investment policy on Nov 19, 2018.
- 3) Policy Committee: Met November 5, 2018 - reviewed new policy updates with Steeves including workplace violence, YS area guidelines, open door communication and problem solving, and Friends of the Library. All approved except Friends of Library, which is still in progress.

REPORT OF THE DIRECTOR - Reviewed the report of the Director

- 1) Vandalism incident
- 2) Monthly statistics

SPECIAL REPORTS - Reviewed YS report and Friends meeting minutes

- 1) Youth Services
- 2) Friends Minutes from October

UNFINISHED BUSINESS (all possible action items)

- 1) Grand Reopening and Ribbon-Cutting Ceremony – very successful, good picture
- 2) Per Capita grant – presentation by Mary Cooper and reviewer volunteers - how to interact with people with disabilities.

Action Items: Campbell and Thew to preview/proof the Per Capita Grant draft prepared by Steeves.
Medina to read the Chapters.

- 3) Barnes & Noble Fundraiser scheduling - Planning for fundraising again this year. Sunday December 9th One day in store all voucher codes used will give a percentage to the Library. All week a voucher code will give a percentage to the library. One day from 11-3 in store for a gift wrapping/ask a librarian table with tip jar as potential additional fundraising. Steeves noted volunteers. Will print voucher code on the receipts at checkout. Additionally, a cheesecake can be pre-ordered for pick-up on December 9th (cheesecake has to be purchased in store).

- 4) Village Centennial – possible financial commitments, parade - Reviewed upcoming Centennial events: carnival, parade, Al Capone & FRG living historian presentation, \$100 give-a-way, additional local history additions to collection or special display.

Action Items: Steeves to reallocate the money earmarked for the updated FRGML logo to help contribute towards Centennial events.

NEW BUSINESS (all possible action items)

- 1) 2017/2018 Audit Presentation by Sue Coen - There was a money market account where interest from the CD's was being deposited that was not on the books, this has now been corrected. Audit has been completed and was the same as the internal accountant report. Reviewed IMRF funding and any slight changes. Sue is available for questions if needed.
- 2) Levy Ordinance 2018-11-1 - This levy asks for a 104.99%, budget committee advises to ask for the maximum amount with the least administration. No bond payment would be needed at this time.

Medina made a motion to accept the budget committee's recommendation to ask for the 104.99% tax levy. Voice vote: all ayes. Campbell and Gans absent.

- 3) RAILS: Find More, Illinois - reviewed what the program is and why it's not feasible for our Library
- 4) Recommendation regarding opening of minutes from closed meetings - there were no closed meetings
- 5) Libraries Ready to Code Grant - Library to receive a \$500 grant for sessions to teach kids to code, run by Bridgett in December
- 6) December 2018 Bond Payment – scheduling and possible press release - last bond payment to be paid, Steeves will do a press release as Library taxes will go down for residents
- 7) Trustee Training Webinar on Library Accessibility – trustees can participate if desired

TRUSTEE COMMENTS - Anderson suggested board members consideration of attending other committee meetings or Friends meeting to gain perspective and see what happens in other groups for communication purposes.

Zurla asked about the Little Free Libraries progress.

Medina mentioned run club information meeting/membership plug on December 1 hosted at Panera in FRG.

ADJOURNMENT - Anderson adjourned meeting at 7:41pm