

FOX RIVER GROVE PUBLIC LIBRARY DISTRICT  
REGULAR MEETING of the BOARD OF TRUSTEES  
Tuesday, January 21, 2020 at 6:30 pm

AGENDA

CALL TO ORDER – President Medina called the meeting to order at 6:44pm.

ROLL CALL – Campbell, Gans, Spiek, Gipson, Thew, Steeves and Medina. Cooper absent.

INPUT FROM CITIZENS – Barb Bailey from Friends present as Friends Representative.

1. Reviewed outreach with craft table at the tree lighting ceremony
2. Little Free Libraries are pretty popular
  - a. Keep rotating adult books
  - b. Children's books have the highest turnover
3. Rotary Grant money awarded
4. Lion's Club also donating
5. Spring book sale dates will be May 1st & 2nd

CORRESPONDENCE AND LIBRARY NEWS – all correspondence reviewed

- 1) McHenry County College Grant Support
- 2) Village Becomes a Debt Free Community
- 3) Sales Tax Exemption
- 4) Fire Prevention Bureau
- 5) New Superintendent selected for FRG District 3
- 6) After Much Debate, Here's Where Most Suburbs Stand on Recreational Pot Sales
- 7) State won't collect red light camera fines. Suburbs: We'll get someone else to do it

CONSENT AGENDA

- 1) Items to be included in Consent Agenda
  - a. Minutes from the December 3, 2019 Board Meeting
  - b. Transfer of \$558 from Bond Fund to General Fund
  - c. Treasurer's Report
    - i. Accountant Report (November and December)
    - ii. Transfer Funds Totaling \$17,000 for December Bills and Two Upcoming Payrolls
- 2) Consent Agenda Approval (voice vote) – Thew made a motion to approve the consent agenda. Voice Vote: All ayes. Cooper absent.
- 3) Consideration of item(s) withheld for separate action (if any) – no items withheld

COMMITTEE REPORTS

- 1) Facility Committee: Disaster Plan – Director Steeves answered questions about the revised plan.
- 2) Budget Committee: Key Financial Duties of the Budget Committee, Policy Review
  - Gans reviewed and provided further explanation of: duties of budget committee, the Indemnification and Insurance Policy (which had 2 grammatical corrections approved), and the other financial policies (which did not have any changes)
  - Campbell commented that he felt it was the board's responsibility to outline the responsibilities of the committee and not the Director's responsibility
  - Campbell asked about remaining funds at the end of the fiscal year. Director Steeves responded that the board can vote where to put any surplus funds towards the end of the fiscal year. Any surplus funds would need to be used for capital improvements.
- 3) Policy Committee: Did not meet - planning to review social media, sick leave, volunteers, and contests/prizes

REPORT OF THE DIRECTOR – reviewed the Report of The Director.

- 1) RAILS Grant

-Library will work on some videos to promote the story of FRG Library as a result of receiving the grant  
-Campbell provided accolades to Director Steeves regarding being awarded the grant due to the number of people who applied for it and the fierce competition

-Adult Services Librarian position was offered and accepted, position to start on February 10

-Campbell and Gans commented on sewer back-up and they feel it should be made a priority repair

#### SPECIAL REPORTS – reviewed the Youth Services Report

- 1) Youth Services Manager Carol Dolan will be officially retiring on May 1st  
-Youth Services Librarian position has opened internally

#### UNFINISHED BUSINESS (all possible action items)

- 1) Results of July-December closed session minutes review by Cooper and Spiek on 12/3/2019  
-Spiek reported that there was nothing to be made public
- 2) Audit quotes  
-quotes received were reviewed  
-no specific end date for receiving quotes  
-Gans provided definition regarding being a licensed CPA and a registered CPA is that a licensed CPA works under another CPA who is both licensed and also does public audits  
-Steeves responded that McClure, Inserra & Company, Chtd. was extremely responsive. Discussion between board members that they liked that Selden Fox provided pricing for next 3 years versus the one price from McClure. Steeves to reach out to McClure regarding future years' pricing.
- 3) Quantum Sign quote for exterior sign refurbishment  
-Gans made a motion to accept the bid from Quantum Sign Corporation for \$7,885. Voice vote: All ayes. Cooper absent.

#### NEW BUSINESS (all possible action items)

- 1) Removal of Fax Line  
-Campbell made a motion to get rid of the fax. Voice vote: all ayes. Cooper absent.
- 2) 2019 Statement of Economic Interest Notifications – Board members should expect emails soon.
- 3) Annual Review of the Library Director  
-Medina to gather info from Steeves and distribute to board members  
-review will take place as an executive session after February's meeting
- 4) ILA Legislative Breakfast – Campbell attending with RAILS Board. Others should contact Steeves if interested in attending.

#### TRUSTEE COMMENTS

Campbell apologized for his previous comment regarding the Director's involvement in providing Key Financial Duties of the Budget Committee construed as leading the board members. Steeves accepted and commented that she had been working diligently to be a good advisor to the board and has been following an approved plan for board communication.

Thew commented that the Budget Committee should expect to meet in February about a draft budget for next fiscal year.

Spiek requested to add to the agenda the next meeting date at the bottom of the agenda. Steeves will do this.

ADJOURNMENT - Gans made a motion to adjourn at 7:50pm. Voice vote: all ayes. Cooper absent.