

Fremont Public Library District  
Regular Monthly Board Meeting  
June 15, 2017

1.0 Call to Order

President Mallquist called to order the regularly scheduled monthly meeting of the Board of Library Trustees for the Fremont Public Library District at 6:30 p.m. on Thursday June 15, 2017.

2.0 Roll Call

Trustees Present: Ken Erickson, Terry Wood, Steve Hoenig, Carol Mallquist, Jenny Ross, and Marla Wolf

Trustee Absent: None

Also Present: Scott Davis, Director; Becky Ingram, Asst. Director; Susan Kruse, Recording Secretary; Terri Voss, Trustee applicant and Tim McCue, former Trustee

3.0 Approve Agenda

Trustee Hoenig made a motion to approve the agenda for the Fremont Public Library monthly Board meeting dated June 15, 2017, seconded by Trustee Wolf. The motion passed by voice vote.

4.0 Concerns of the Public - Terri Voss Trustee applicant introduced herself.

5.0 Board Presidents Report

5.1 Trustee Hoenig made a motion to approve Ad Hoc Committee's recommendation for appointment of Terri Voss and Anthony Vasquez to the FPLD Board of Trustees as of July 1, 2017, seconded by Trustee Ross. The motion passed by voice vote.

6.0 Correspondence

Mundelein Police Dept. notified the Library about an alarm incident in our building; the cleaning crew set it off in error. We are allowed three false alarms but thereafter it's \$50 each.

Mundelein Park District notified Director Davis that they would be holding their annual "5K Freedom Classic" on Saturday July 1, which will prevent access to the library's parking lot from 7:15 - 9:15 a.m.

7.0 Secretary's Report

7.1 Trustee Ross made a motion to approve minutes of regular monthly Board meeting of May 18, 2017, seconded by Trustee Hoenig. It was noted that Sarah Armstrong was marked as absent; however, she had resigned prior to meeting so her name was stricken from the minutes. The motion passed by voice vote as corrected.

7.2 Trustee Ross made a motion to approve minutes of Ad Hoc Committee meeting of June 8, 2017 for filling the Trustee positions, seconded by Trustee Hoenig. The motion passed by voice vote.

7.3 Trustee Ross made a motion to approve minutes of Closed Session of Ad Hoc Committee meeting of June 8, 2017, seconded by Trustee Hoenig. The motion passed by voice vote.

7.4 Trustee Ross presided over a review of all closed session minutes and verbatim recordings that have not yet been released for public review, and determination of which minutes, if any, may be released.

After review Trustee Ross made a motion to open closed session minutes from June 8, 2017 Ad Hoc Committee and keep all others minutes closed, seconded by Trustee Erickson. The motion passed by voice vote.

Trustee Ross made a motion to authorize the destruction of the verbatim recordings of closed session meetings of November 15, 2015 and November 19, 2015 and retain all other recordings, seconded by Trustee Wolf. The motion passed by voice vote.

## 8.0 Finance/Treasurer's Report

8.1 Trustee Hoenig presented the Finance Report for May 2017 for review and it will be place on file for audit. Review of the revenue and expenses was presented showing a net change in equity.

8.2 Trustee Hoenig made a motion to approve Lists of Checks for June 2017 and to authorize the payment of bills and salaries, and to make transfers, seconded by Trustee Wolf. Roll was called and the motion passed.

Yes: Hoenig, Mallquist, Wood, Wolf, Ross, and Erickson

8.3 Trustee Hoenig made a motion to transfer \$500,000 from Corporate Fund to Special Reserve Fund, seconded by Trustee Wood. Director Davis explained that while we carry some cash on hand for emergencies, excess funds should go into Special Reserve, which are restricted for capital purposes. Roll was called and the motion passed.

Yes: Mallquist, Hoenig, Erickson, Ross, Wolf, and Wood

8.4 Trustee Hoenig made a motion to approve Estimate of Revenues and Working Budget for FY 2017-18, seconded by Trustee Wood. Director Davis explained to the new trustee how the Building and Equipment Fund works. Discussion took place regarding Developer Donations, Per Capita Grant, and various other revenue lines. Roll was called and the motion passed.

Yes: Wood, Wolf, Mallquist, Erickson, Ross, and Hoenig.

## 9.0 Policy/Planning

9.1 Trustee Erickson made a motion to adopt Ordinance No. FY 2016-17-104, An Ordinance Adopting Prevailing Wage Rates, seconded by Trustee Hoenig. The ordinance will be posted on the public bulletin board on the second floor of the library. The motion passed by voice vote.

9.2 Trustee Erickson made a motion to approve revised Non-resident Library Card Policy, seconded by Trustee Hoenig. The motion passed by voice vote.

9.3 Trustee Erickson made a motion to adopt Ordinance No. FY 2016-17-105, An Ordinance Providing for Cash Contributions through Developer Donations, seconded by Trustee Hoenig. The motion passed by voice vote.

9.4 Trustee Erickson made a motion to adopt Ordinance No. FY 2016-17-106, An Ordinance Establishing Regular Monthly Board Meetings for FY 2017-18, seconded by Trustee Hoenig. Discussion took place and the Board changed the starting from 6:30 p.m. to 6:00 p.m. Also, the September Board meeting was

changed from the normal third Thursday to the immediately preceding Tuesday, September 19, in recognition of a religious holiday falling on the normal meeting date. The motion passed by voice vote.

9.5 Trustee Erickson made a motion to approve list of Scheduled Closings for FY 2017-18, seconded by Trustee Wood. The motion passed by voice vote.

#### 10.0 Physical Facilities

10.1 Discussion took place regarding the different phases of the project. The plan calls for the library to remain open during construction except for the final phase when the parking lot is milled and paved, requiring no traffic at all for approximately three days. Since the outside book drop will be inaccessible during the project, an extended grace period will be in effect for returning library materials without a late fee.

#### 11.0 Library Directors Report (moved up in agenda)

11.1 Trustee Wood made a motion to approve amnesty period during month of September 2017, seconded by Trustee Hoenig. Since September is National Library Card Sign-up month, it is being proposed that the library use that opportunity to encourage patrons to review their accounts with staff and to make sure their contact information is correct and to inform them of services they may not be aware of that are only available with a valid library card. Additionally, patrons who complete the account review who also have any accrued late fees waived in order to get their account back into good standing. Staff will also negotiate on the replacement cost of lost items. A raffle drawing will be held for patrons with accounts already in good standing. Roll was called and the motion passed.

Yes: Erickson, Hoenig, Wood, Mallquist, Ross

Absent: Wolf

#### 11.2 Discussion regarding Adopt-A-Highway was tabled.

Director Davis reported on his first year on the ILA Public Policy Committee. The committee reviews bills from Springfield that affect libraries across the state.

Former Trustee Tim McCue was in attendance; he was on the board from 2003 – 2017. Trustee Erickson's whose last meeting is tonight has sat on the board from 2010 – 2017. In recognition of their contributions, Director Davis presented them with tokens of appreciation.

Director Davis and Asst. Director Ingram went to a commercial furniture trade show at the Merchandise Mart.

Asst. Director Ingram said that the "One World Festival" would now be a part of Mundelein Community Days. Also, she reported that the library's Food Truck program in June was a huge success.

#### 11.0 Personnel

11.1 Trustee Hoenig made a motion to move into Closed Session regarding an employee issue, as authorized by 5 ILCS 120/2(c)(1), seconded by Trustee Ross. Roll was called and the motion passed at 8:39 p.m.

Yes: Erickson, Wood, Wolf, Ross, Hoenig, and Mallquist.

Open Session resumed at 8:51 p.m.

The roll was called:

Yes: Erickson, Hoenig, Mallquist, Ross, Wolf, and Wood

11.2 Trustee Hoenig made a motion to approve Library Director's performance review for FY 2016-17, which includes a salary increase of \$5,000 and to continue his quarterly goals for 2017-18, seconded by Trustee Wood. Roll was called and the motion passed.

Yes: Wolf, Wood, Mallquist, Erickson, Ross, and Hoenig

13.0 Adjournment

Trustee Mallquist made a motion to adjourn at 9:00 p.m. seconded by Trustee Hoenig. The motion passed.

Approved 07/20/17

/s/Jenny Ross, Secretary

FPLD Board of Library Trustees