

Fremont Public Library District
Regular Monthly Board Meeting
November 19, 2015

1.0 Call to Order

President McCue called to order the regularly scheduled monthly meeting of the Board of Library Trustees for the Fremont Public Library District at 6:03 p.m. on Thursday November 19, 2015.

2.0 Roll Call

Trustees Present: Sarah Armstrong, Tim McCue, Steve Hoenig, Carol Mallquist, and Jenny Ross. Marla Wolf arrived at 6:15p.m.

Also Present: Scott Davis, Director; Becky Ingram, Assistant Director; Susan Kruse, Recording Secretary; and Mel Wolf, Patron

Absent: Ken Erickson

4.0 Approve Agenda

Trustee Mallquist made a motion to approve the agenda for the Fremont Public Library monthly board meeting dated October 15, 2015, seconded by Trustee Ross. The motion passed.

5.0 Concerns of the Public – Mr. Wolf came to see his wife get sworn in as a new Trustee.

6.0 Correspondence

1. Illinois Municipal Retirement Fund notice of final contribution rate for 2016 is 11.11%.
2. Illinois State Library is required to file a comprehensive capital needs report of all public libraries every two years with the General Assembly. Director completed the capital assessment survey. McCue inquired regarding the possibilities of funds from these grants being used to help build out the shell space.
3. Adopt-A-Highway confirmation notice received.

7.0 Secretary's Report

7.1 Trustee Hoenig made a motion to approve minutes of regular monthly Board meeting of October 15, 2015, seconded by Trustee Armstrong. The motion passed

7.2 Trustee Hoenig made a motion to approve the Special Meeting Minutes of November 12, 2015, seconded by Trustee Mallquist. The motion passed.

7.3 Trustee Hoenig made a motion to approve minutes of Closed Session meeting of November 12, 2015, seconded by Trustee Mallquist. The motion passed.

8.0 Finance/Treasurer's Report

8.1 Trustee Mallquist presented the Finance Report for October 2015 for review.

8.2 Trustee Mallquist made a motion to approve Lists of Checks for November 2015 and to authorize the payment of bills and salaries, and to make transfers, seconded by Trustee Armstrong. Some discussion took place regarding Memorials, and Gifts-Friends of Fremont expenditure lines. Roll was called and the motion passed.

Yes: Ross, McCue, Mallquist, Hoenig, and Armstrong

3.0 Trustee McCue administered the Oath of Office swearing in new trustee Marla Wolf.

9.0 Policy/Planning

9.1 Trustee Armstrong made a motion to adopt Ordinance No. FY 2015-16-104, An Ordinance Levying Taxes For Library Purposes for FY 2016-2017, seconded by Trustee Hoenig. Roll was called and the motion passed.

Yes: Armstrong, Hoenig, Mallquist, Wolf, Ross, and McCue

9.2 Trustee Armstrong made a motion to approve the revised policy on Insurance Benefits as amended, seconded by Trustee Hoenig. Punctuation errors noted. Clarification made on frequency of annual contribution to employee's Health Savings Account (HSA). Roll was called and the motion passed.

Yes: Ross, McCue, Mallquist, Hoenig, Armstrong, and Wolf

9.3 Trustee Armstrong made a motion to approve revised policy on Other Types of Leave, seconded by Trustee Hoenig. Discussion regarding the various form of leave followed. Some follow-up research is required to ensure proper wording on jury duty and religious leaves. Director Davis asked board if they could vote on the policy changes as recommended while the other types of leave were looked into further. The motion passed by voice vote.

10.0 Personnel

10.1 Trustee McCue made a motion to move into Closed Session regarding an employee issue, as authorized by 5ILCS 120/2(c)(1) at 7:04 p.m., seconded by Trustee Armstrong. Roll was called and the motion passed.

Yes: Hoenig, Mallquist, McCue, Ross, Wolf, and Armstrong

Trustee McCue made a motion to resume Open Session at 7:14 p.m.

Present: Armstrong, Mallquist, McCue, Ross, Wolf and Hoenig

Others Present: Davis, Ingram, and Kruse

An outside cleaning service has been hired to assist with the inside crewmember as a temporary measure while a decision is made on whether or not to continue to have all housekeeping done by library staff or if an outside service should be used long term.

10.2 The Fair Labor Standards Act has proposed changes effect May 2016 to update the salary level needed for white-collar workers to be exempt. With this new regulation, the exemption will be 40 hours per week/\$50,400 or more annually. If this change occurs, it is very possible that the library would respond by changing the status of some exempt staff to non-exempt.

10.3 Trustee McCue made a motion to give the staff a 2015 calendar year-end bonus, seconded by Trustee Armstrong. There was some discussion. Roll was called and the motion passed.

Yes: Ross, McCue, Hoenig, Armstrong, Mallquist

Abstain: Wolf

11.0 Physical Facilities

11.1 Renovations update: Director Davis stated that the new vending machines arrived. The Board reviewed the strategic direction task list noting the accomplishments to date. Renovation is scheduled to start January 4 through the end of the month. Carpeting was ordered for around the front of the circulation desk, the front entrance vestibule, and Youth Services Department. The creation of a new logo will incorporate the new colors from the carpet.

12.0 Board President's Report

Trustee McCue welcomed new Trustee Wolf to the Board. Reappointment of committees will be on the December agenda. Trustee McCue suggests holding a special meeting regarding the shell space build out and to discuss options available to finance the project.

13.0 Library Director's Report

The Trustees and Director Davis reviewed and completed the Per Capita Grant requirements. Application submission date is January 1, 2016.

TIF update: School District 76 voted against the Intergovernmental Agreement to extend the TIF by 12 years. The Village has not yet responded as to how they will proceed in their quest to extend the length of time for the TIF District to exist.

14.0 Adjournment

Trustee McCue made a motion to adjourn at 8:30 p.m. seconded by Trustee Mallquist. The motion passed.

Approved 12/17/2015

/s/Steve Hoenig, Secretary

FPLD Board of Library Trustees