

FOX RIVER GROVE PUBLIC LIBRARY DISTRICT
REGULAR MEETING of the BOARD OF TRUSTEES
Tuesday, November 21, 2017 at 6:30 pm

MINUTES

CALL TO ORDER - President Laura Anderson called the meeting to order at 6:31pm

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

CITIZEN'S INPUT - No citizens present.

CORRESPONDENCE – All correspondence was discussed.

- 1) ILA Property Tax Freeze Talking Points
- 2) Library Referenda Roundup
- 3) Letter re: USA Today article “8 Jobs that Won’t Exist in 2030”
- 4) McHenry County Conservation District

CONSENT AGENDA

- 1) Items to be included in Consent Agenda - **Campbell moved for rest of consent agenda. Roll call vote: all ayes. Zurla absent.**
 - a. Minutes from the October 17, 2017 Board of Trustees Meeting
 - b. Resolution naming Director as primary FOIA officer and adding Assistant to the Director as backup
 - c. Treasurer’s Report
 - i. Accountant Report
 - ii. Transfer Funds Totaling \$82,000 for October and November Bills and Four Upcoming Payrolls
- 2) Consent Agenda Approval (voice vote)
- 3) Consideration of item(s) withheld for separate action (if any)

COMMITTEE REPORTS

- 1) Facility Committee: Did not meet - Consideration of purchasing the book drop now and save \$1500 – company who sells will store until summer when it's needed. Comes with 2 carts, locking mechanism. Morton grove purchased floor model at ALA and have recommended the product. Campbell & Gans recommended a vote. Medina motioned for a vote as recommended by facilities committee. **Vote: All ayes. Zurla absent.**
- 2) Budget Committee: Met Friday, November 10 – Reviewed levy, book drop, Critical Facilities Plan
- 3) Policy Committee: Met Thursday, November 2 - policy committee met and reviewed - sexual harassment policy to be re-written.

REPORT OF THE DIRECTOR

- 1) Barnes & Noble Fundraiser - made \$25 cash, \$120 at register
- 2) Passing of Glenn Templeman and Ben Welisek - both obituaries asked for donations to the Library. Director to come up with a planned donation booklet.
- 3) Wellness Insurance Network - insurance will go up,

SPECIAL REPORTS – Minutes of the October 11, 2017 Friends of the Library Meeting - influx of new members after the disbandment of Lioness club.

UNFINISHED BUSINESS (all possible action items)

- 1) Critical Facilities Plan - Director getting feedback from other libraries/RAILS/FRGML Architect for Construction Manager position that will need to oversee future project. Director will write-up job description and send to board for review. Think about how to proceed if no qualified candidates.
- 2) Resolution Designating Board Member as OMA officer - Campbell moved to designate a board member as a OMA officer. **Vote: All ayes. Zurla absent.** Recommended that making this position part of the Vice President's regular duties. Director to help facilitate a by-law change.
- 3) Per Capita Grant and Safety Training -Gans & Cambell to read application and provide feedback to Director.
- 4) T-shirt Orders - This year's shirt is black cotton with a white logo. Trustees can get one shirt, provide size to Director. Additional items available for purchase.

NEW BUSINESS (all possible action items)

- 1) 2016/2017 Audit Presentation - Sue – Pledge agreement/account - there should be a different amount in account. Director to address Accountant as to why it's different. Recommended to keep an eye on the 3 accounts.

If no FDIC then should have a pledge agreement. Brought audit report for signatures. IMRF funding has improved. Anderson commented wrong total amount, will get revised page and back to Director.

- 2) December 2017 Bond Payment - Gans & Director to go to BMO to schedule the wire transfer for the payment, during the first couple weeks of December
- 3) Levy Ordinance 2017-11-1 - Gans moved to pass the Levy Ordinance 2017-11-1. **Vote: All ayes. Zurla absent.**
- 4) Recommendation regarding opening of minutes from closed meetings - there have been no closed meetings in last 6 months, does not apply.

TRUSTEE COMMENTS

EXECUTIVE SESSION

ADJOURNMENT Gans made a motion to adjour at 7:30pm. **Vote: all ayes. Zurla absent.**