

FOX RIVER GROVE PUBLIC LIBRARY DISTRICT
REGULAR MEETING of the BOARD OF TRUSTEES

Tuesday, October 16, 2018 at 6:30 pm

MINUTES

CALL TO ORDER – Anderson called the meeting to order at 6:32pm

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

CITIZEN'S INPUT - Citizens Present: Jennifer Gipson, Debie Miller (Friends of the Library), Kristi Cline (Friends of the Library), Caitlin Bailey (Friends of the Library), Pam Henk (Friends of the Library), Barb Bailey (Friends of the Library), Lyn Kendeigh (Friends of the Library), Ken Frank (Construction Manager), and Fred Schuster (architect).

Wrap up by Ken Frank and Fred Schuster: Punch list items are almost completed. The elevator contractor has not been communicative about final steps. Anderson asked for Fred Schuster & Ken Frank to review warranties – warranty on workmanship and items that were part of the contract are generally applicable for 1 year. Any items that may have been missed under the contract are covered until they are completed. There will be a binder provided by the contractor. Fred Schuster does not recommend final payment on items until everything has been completed. Flooring and carpeting usually have extended warranties.

Kristi Cline – want to open lines of communication between board and Friends - help support direction of the library

CORRESPONDENCE - reviewed all correspondence

- 1) Panera Bread
- 2) Fox River Grove library to unveil improvements with celebration
- 3) Fox River Grove moving forward with downtown eminent domain plans

CONSENT AGENDA

- 1) Items to be included in Consent Agenda
 - a. Minutes from the September 18, 2018 Board of Trustees Meeting
 - b. Treasurer's Report
 - i. Accountant Report
 - ii. Transfer Funds Totaling \$172,000 for September Bills and Two Upcoming Payrolls
- 2) Consent Agenda Approval (voice vote)- Campbell made a motion to approve the consent agenda. Voice vote: all ayes. Zurla absent. Gans noted that bank transfer was larger due to payments for the renovation.
- 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

-Working on a document that outlines upcoming capital expenses so the library can best prepare for future expenses.

- 2) Budget Committee: Did not meet

-Budget – action item – Levy, don't anticipate more than 5% increase, so we will not need a truth in taxation hearing

- 3) Policy Committee: Did not meet

Future policies to be addressed -YS area guidelines and one for how the library interacts with the Friends

REPORT OF THE DIRECTOR - reviewed the report of the Director.

-Have open position for a substitute library position – have several strong candidates

SPECIAL REPORTS - reviewed YS report and Friends minutes

- 1) Youth Services
- 2) Friends Minutes from June and August

UNFINISHED BUSINESS (all possible action items)

- 1) Renovations

-Medina made a motion to complete a payment to Builder's Land in the amount of \$99,235.99. Voice vote: All

eyes. Zurla absent.

- 2) Grand Reopening
 - planning for 60 attendees, currently at 40 RSVPs
 - check with Steve Knar for the giveaway – Steeves to follow up
 - Gans & Medina to contribute a case of wine and beer each
 - Peter Roskam may attend Grand Reopening
 - helpers can arrive at 5pm to assist with set-up
 - reviewed itinerary and placement of board members to direct people
 - Ribbon cutting Saturday at 11am for a photo also
 - asking for any extra coolers people can bring
- 3) Getting the Most Out of Your Library Tax Dollars
 - reviewed document
 - for the future, think about ways to present what a tax payer can benefit from their library tax dollars
 - for the moment, blurb about item prices/priceless library on checkout slips will do

NEW BUSINESS (all possible action items) - reviewed new business

- 1) District 3 Core Planning Group – Steeves invited to participate in District 3 planning as parent and library expert
- 2) Draft 2023 Plan – Steeves reviewed contents and plans for next steps incorporating Capital Improvement Plan
- 3) RAILS Strategic Plan 2018 – Campbell said he liked it as a simple example of a strategic plan
- 4) Per Capita Grant: Illinois Veteran History Project - board to read informational sheet, Cooper will work with Steeves to complete webinar training

TRUSTEE COMMENTS

Gans commented that the renovation project was done without asking for additional funds.

Campbell commented about his RAILS nomination, will share Press Release.

Anderson commented to the Friends, thanking them for coming to speak tonight and that the board appreciates the need for good communication.

ADJOURNMENT - Gans made a motion to adjourn at 7:27pm. Voice vote: all ayes. Zurla absent.