

Fremont Public Library District
Regular Monthly Board Meeting
January 18, 2018

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 6:00 p.m. on Thursday January 18, 2018.

2.0 Roll Call

Trustees Present: Steve Hoenig, Carol Mallquist, Jenny B. Ross, Tony Vasquez, Terry Wood, and Marla Wolf

Absent: Terri Voss

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

3.0 Approve Agenda

Trustee Hoenig made a motion to approve the agenda for the Fremont Public Library monthly Board meeting dated January 18, 2018 seconded by Trustee Wolf. The motion passed by voice vote.

4.0 Concerns of the Public – No public

5.0 Correspondence

1. AT&T will implement a 0.7% cost increase to cover their property taxes starting February 7.

6.0 Secretary's Report

6.1 Trustee Ross made a motion to approve minutes of regular monthly Board meeting of December 21, 2017 seconded by Trustee Hoenig. The motion passed by voice vote.

7.0 Finance / Treasurer's Report

7.1 Trustee Hoenig presented the Finance Report for December 2017 for review and it will be placed on file for audit. Trustee Hoenig reviewed the balance sheet. Discussion took place regarding the last bond payment scheduled for payment January 30.

7.2 Trustee Hoenig made a motion to approve Lists of Checks for January 2018 and to authorize the payment of bills and salaries, and to make transfers, seconded by Trustee Vasquez. Roll was called and the motion passed.

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

Absent: Voss

8.0 Policy / Planning

8.1 Discussion took place regarding proposed changes in the Circulation Policy to eliminate late fees. In researching the topic, Director Davis reported that the vast majority of libraries that went fine-free report very positive results. Only one library was found to have reversed their no-fine policy and that was in Canada. Fine money makes up about 1% of FPLD's revenue, which is consistent with the figure widely reported by libraries nationwide. Among the reasons for eliminating late fees, perhaps the most important is to remove barriers to service. Late fees have proven to be ineffective at getting materials back, but are very effective at discouraging library use, especially among families with school aged children. In order to ensure the timely return of materials without late fees, Davis proposes that once an item is two weeks overdue the patron's account is blocked from checking out any additional materials until they return any overdue items. Once an item is overdue for 45 days, the patron is billed for its replacement cost. This is the same procedure used by the two CCS libraries already fine free and they report little difference in return rates. Overall, more items are overdue but the average length of time an item is overdue has shrunk significantly. The policy changes will be put on the agenda for the February Board meeting.

9.0 Personnel

Director Davis will be reviewing and analyzing the library's salary structure. Using salary data from area public libraries as well as other benchmarks, recommendations will be made to adjust salary scales where needed in order to remain competitive in the job market for librarians and support staff alike.

10.0 Physical Facilities

10.1 Parking lot - When the punch list is complete, the General Contractor will submit the final pay voucher.

The parking lot snow melt system has had uneven results but the issues have been addressed.

The library had an issue with one of the boilers shutting down. The HVAC technician believed there was a gas flow issue. North Shore Gas came out, tested the gas flow, and said it was normal. Signs are pointing to a problem with the regulators that control the flow of gas into the boilers. Fortunately, the library is maintaining comfortable temperatures while the issue is being resolved.

11.0 Board Presidents Report

Trustee Mallquist received a note from Laura O'Kane, Adult Services Librarian, on behalf of the staff thanking the Board for the holiday gift and their support of the library.

11.1 Trustee Wolf reported on the Friends/Foundation monthly financials. An ad hoc committee has been formed to focus on fundraising ideas. Becky reported on the donations to the Foundation received in December. New software is being used for processing donations, which has streamlined the accounting, tracking funds, and sending out donation letters.

12.0 Library Director's Report

12.1 CCS Database Migration is expected to go live on April 17. Staff is training intensely to get ready for a smooth migration. Promotion of the new catalogue to the public will dovetail with the new fine free policy.

Director Davis thinks it would be nice to put out a press release to inform the public of the library's last bond payment.

Theft update: Police detective has been working steadfastly with the states attorney to charge felons for the theft of library materials although restitution is very unlikely.

The Director Davis presented new signatory cards for the Library's Inland Bank accounts to the following Trustees: Carol Mallquist, Steve Hoenig, Marla Wolf, Jenny B. Ross, Anthony Vasquez, and Terry Wood. The library is also looking into implementing Positive Pay, an automated fraud detection tool.

The annual Legislature Breakfast at the Arboretum Club in Buffalo Grove is on February 19; Director Davis, and Trustees Mallquist, Ross and Wolf will attend.

13.0 Adjournment

Trustee Wolf made a motion to adjourn at 8:16 p.m. seconded by Trustee Hoenig. The motion passed.

Approved 02/15/18

/s/Jenny B. Ross, Secretary