

Fremont Public Library District  
Regular Monthly Board Meeting  
February 15, 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 February 15, 2018.

2.0 Roll Call

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

Trustee Absent: Terry Wood

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 February 15, 2018 seconded by Trustee Vasquez. The motion passed by voice vote.

4.0 Concerns of the Public – No public

5.0 Correspondence

1. Annual property tax statement: the Library collected 99.99% of expected revenue for tax year 2016.

2. Lake County Clerk inquired as to whom should receive notifications of assessments for property tax reductions over \$100,000 or more. Notices go to Director Davis and the Library's attorney.

3. Lake County Board of Review notified Director Davis that the assessment value of the Library's property and building each were decreased from \$3 to \$0.

4. Lake County Clerk notified the Library that the Consumer Price Index (CPI) for tax year 2017 is 2.1%. The tax extension calculations will be done earlier this year so the Treasurer's office has time to process the massive amount of prepayments filed for property taxes at the end of 2017.

5. Illinois Municipal Retirement Fund (IMRF) estimated the annual 2017 investment return at 15.73%.

6.0 Secretary's Report

6.1 Trustee Ross made a motion to approve minutes of regular monthly Board meeting of January 18, 2018 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 January 2018 for review and it will be placed on file for audit. Trustee Hoenig reviewed the balance sheet. Now that the last bond payment has been made, Director Davis spoke with the auditor and attorney regarding the process for use of the remaining accrued funds. They will be transferred to the Special Reserve Fund via a resolution to be used for capital projects.

7.2 Trustee Hoenig made a motion to approve Lists of Checks for February 2018 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: Wolf, Vasquez, Mallquist, Voss, Ross, and Hoenig

Absent: Wood

8.0 Policy / Planning

8.1 Trustee Voss made a motion to approve revised Circulation Policy seconded by Trustee Hoenig. Discussion took place regarding the elimination of late fees and the \$2 library card replacement fee. Director Davis noted that the new Polaris database has an auto-renewal feature that will result in all CCS libraries seeing decreased fine revenue. Also, the new database will generate a bill for the replacement cost of any item overdue by 45 days. The revised policy would go into effect on April 17 to coincide with the go-live date of Polaris.

The roll was called and the motion passed.

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

## 9.0 Personnel

Director Davis mentioned a possible meeting of the Personnel Committee to discuss revised salary scales.

## 10.0 Physical Facilities

10.1 Parking lot – One section of the snow melt system was working sporadically due to artificially high temperature readings until a sensor was moved to a new location. A circuit breaker was also replaced and the system now seems to be working properly. The Library received the last pay voucher from architect for work done in September. All waivers of liens were finally received and a check was issued, although \$35,000 will be held back until the tire marks in the asphalt are corrected and the punch list is complete. The warranty periods will begin once the project is complete and signed off on.

Director Davis spoke with someone from North Shore Gas regarding the problem with the flow of gas into the boiler. A new gas flow regulator was installed on one boiler and it is operating normally. The other two boilers will also have their regulators replaced.

One of the two air handler return drives went bad and is being replaced.

Panels on the building's lighting controls circuits will be updated from analog to digital.

It's been five years since the first capital replacement schedule was made so it will be updated next fiscal year. Consideration is being given to replace the utility/snow plowing vehicle with a more versatile model.

## 11.0 Board Presidents Report

An informational TV monitor will be purchased for behind checkout desk. This will provide to patrons information on what's happening at the Library.

President Mallquist commented how wonderful it is that staff gets involved in professional development, networking and outreach programs.

11.1 Trustee Wolf reported on the Friends/Foundation monthly financials and the book sale. Books also are donated at the train station for commuters and at Great Lakes Veterans Hospital.

## 12.0 Library Director's Report

12.1 Database migration update: see item 8.1

Legislature Breakfast is Monday February 19. Handouts were passed out on legislative topics the Illinois Library Association (ILA) will be highlighting at the breakfast.

Director Davis mentioned that some libraries have received their Per Capita Grant funds although we have not.

Each library department received a thank you Valentine card from a local second grade class.

## 13.0 Adjournment

Trustee Wolf made a motion to adjourn at 7:44 p.m. seconded by Trustee Vasquez. The motion passed.

Approved 03/15/18

/s/Jenny B. Ross, Secretary