

Fremont Public Library District
Regular Monthly Board Meeting
March 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 6:02 p.m. on Thursday March 15, 2018.

2.0 Roll Call

Trustees Present: Steve Hoenig, Carol Mallquist, Jenny B. Ross, Tony Vasquez, Marla Wolf and Terry Wood. Terri Voss arrived at 6:07.

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

3.0 Approve Agenda

Trustee Vasquez made a motion to approve the agenda for the Fremont Public Library monthly Board meeting dated March 15, 2018 seconded by Trustee Wood. The motion passed by voice vote.

4.0 Concerns of the Public – No public

5.0 Correspondence

1. The Library received a settlement check for \$8,939.63 from the State of Illinois as a result of the library filing a claim as part of Attorney General Lisa Madigan's class action suit alleging that four major technology companies had conspired to price fix CRTs used in TVs and monitors from 3/1/1995-11/25/2007.

2. Invitations were mailed for the volunteer luncheon on April 26.

3. The IRS sent notification regarding changes to the 2018 HSA Family contribution maximum from \$6,900 down to \$6,850 as a result of the Tax Reform Bill.

6.0 Secretary's Report

6.1 Trustee Ross made a motion to approve minutes of regular monthly Board meeting of February 15, 2018 seconded by Trustee Voss. Clerical errors were noted. The motion passed by voice vote.

7.0 Finance / Treasurer's Report

7.1 Trustee Hoenig presented the Finance Report for February 2018 for review and it will be placed on file for audit. Trustee Hoenig reviewed the balance sheet. The Library is two thirds of the way through the year and the budget is on track.

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

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

7.3 After many years of using the same accountant, the Library has begun looking for a new firm. Director Davis is working on a list of tasks to be outsourced and desired criteria from the new firm.

8.0 Policy / Planning

Discussion took place regarding possible renovation projects for the Library, including replacement of interior hanging lights in public areas with recessed fixtures, carpet replacement, relocation of adult fiction collection to the second floor, repurposing of computer lab and creating a multipurpose spaces on the first floor. Director Davis would like to consult with multiple professional space planners to get ideas on the feasibility of

implementing and prioritizing these ideas. As usual, renovations may have to be accomplished in increments due to funding limitations.

Downtown TIF area - the Village of Mundelein secured two state grants to help pay for a bridge that will cross over the Metra tracks from Cardinal Square.

9.0 Personnel

Director Davis and Asst. Director Ingram have been analyzing two separate salary surveys to come up with recommendations to revise the library's pay scales. The traditional survey method has been blended with a more business-oriented approach favored by the Management Association of Illinois.

Maggie Masterson, Youth Services Dept. Head, will be leaving in June to pursue other endeavors. A job ad will go out for this position along with a P/R Marketing Coordinator and Graphic Artist position.

10.0 Physical Facilities

The snowmelt system is still operating properly since the fixes were completed. Director Davis will be contacting the general contractor regarding dates to complete punch list and remediate other areas of concern with the parking lot.

11.0 Board Presidents Report

President Mallquist reported on the Legislature Breakfast. The various proposed property tax freeze bills were the big topic. Director Davis suggested putting together a fact sheet for the public at the end of the fiscal year to give an overall financial picture. May 7 is National Library Legislature Day in Washington D.C.

11.1 Trustee Wolf reported on the Friends/Foundation monthly financials. Discussion took place regarding how and when the Friends donate funds to the Library. New volunteers are also needed.

12.0 Library Director's Report

- In the next newsletter the public will be informed of the revised policy eliminating late fees.
- Polaris Update: staff has been putting in a lot of hard work learning the new database system before it is rolled out April 17 and holding up well with the additional work on top of their normal duties.
- On April 20 the Library will be closed all day for staff in service. The focus that day will be on safety training in the morning and training on Polaris in the afternoon.
- The Rotary club of Mundelein-Vernon Hills planted three blue spruce trees on the property by the west side of the pond. The trees were part of the Village of Mundelein's live Christmas tree decorations around downtown. The rotary Club took on the task of finding homes for 50 trees throughout the community.
- Some discussion took place regarding how to compensate employees who took on leadership and training roles during the Polaris migration, as a one-time gesture of appreciation for their above and beyond efforts.
- A tentative date for Adopt-A-Highway is in early May.

13.0 Adjournment

Trustee Wood made a motion to adjourn at 8:29 p.m. seconded by Trustee Wolf. The motion passed.

Approved 04/19/18

/s/Jenny B. Ross, Secretary