

Fremont Public Library District  
Regular Monthly Board Meeting  
April 19, 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 April 19, 2018.

2.0 Roll Call

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

Absent: Terry Wood

Also Present: Scott Davis, Director

3.0 Approve Agenda

Trustee Wolf made a motion to approve the agenda for the Fremont Public Library monthly Board meeting dated April 19, 2018 seconded by Trustee Vasquez. The motion passed by voice vote.

4.0 Concerns of the Public – No public

5.0 Correspondence

1. Last year's Per Capita Grant award of \$29,115.72 was finally received and will be spent on electronic media by June 30, 2018. A letter was also received from the State of Illinois Library awarding Fremont Public Library a 2018 Per Capita Grant funding for \$46,873.75.

2. Notice from Lake County regarding foreclosed properties made available for sale to units of government.

3. Lake County sent annual list of real estate tax distribution dates.

6.0 Secretary's Report

6.1 Trustee Ross made a motion to approve minutes of regular monthly Board meeting of March 15, 2018 seconded by Trustee Hoenig. Clerical error noted. The motion passed by voice vote.

7.0 Finance / Treasurer's Report

7.1 Trustee Hoenig presented the Finance Report for March 2018 for review and it will be placed on file for audit. Trustee Hoenig reviewed the balance sheet. It was noted that the fax revenue will come in on or over budget again.

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

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

Absent: Wood

7.3 Director Davis reported that the levy request for funds to be spent next fiscal year has been certified by the county. The amount to be received is very close the amount estimated when the levy was passed in the fall.

With the expiration of the building bonds, the total tax extension is 17.93 % less than last year.

7.4 Trustee Hoenig made a motion to dissolve credit card merchant account with ProPay, effective April 30, 2018, seconded by Trustee Vasquez. ProPay is the merchant provider the Library had used for online patron credit card payments. The change in catalog vendors also brought a new credit card merchant, Comprise, for making payments online. The motion passed by voice vote. Director Davis also mentioned that the Library is still maintaining credit card acceptance at the checkout desk using the State Treasurer's ePay system.

7.5 Accounting services update: a proposal from Lauterbach & Amen to be our new accounting firm was presented. They come highly recommended by colleagues who recently transitioned over from the same accountant the library currently uses. The changeover will be effective as of July 1, 2018.

8.0 Policy / Planning – No Report

9.0 Personnel

9.1 The revised compensation plan draft was reviewed. The pay scales were revised in order to remain competitive with area libraries of similar size. The comparative data was derived by analyzing two salary surveys which also included budgets, circulation numbers, population, etc. Director Davis stated even with the majority of the changes occurring at the higher end of the pay scale, other adjustments to personnel will minimize the impact on the overall salary budget. In this competitive market this will enable the Library to hire and keep employees with skill sets beyond the minimum.

9.2 The Library recently hired a PR/Marketing Coordinator and Graphic Artist. In addition, there were a few other departures from other departments.

#### 10.0 Physical Facilities

##### 10.1 Parking lot update

Director Davis spoke with the architect regarding the dates to complete the punch list and removal of the tire indentation in the asphalt. Davis heard from the general contractor that upon the advice of a consultant the previously proposed fixes would worsen the problem. They would like to get to the root of the cause before fixing. The architect e-mailed the general contractor to get a plan together in order for this project to come to a completion.

##### 11.0 Board Presidents Report

President Mallquist commended Youth Services for all the wonderful programs they provide children. Also, well done to the Library staff who continue to fulfill our purpose of engaging the community, inspiring creativity, and enriching minds.

May 7 & 8 is National Library Legislative Day. Library supporters are encouraged to contacting their legislators and let them know how important libraries are to the communities they serve.

11.1 Adopt-A-Highway will be Saturday May 5 at 8:00 a.m. in front of the library.

Trustee Wolf reported on the Friends/Foundation monthly financials and activities.

##### 12.0 Library Director's Report

12.1 Polaris migration this week went pretty well with just a few hiccups. All issues were reported to Cooperative Computer Services and resolved promptly. Friday there is a staff in-service day during which specific issues can be addressed. With the rollout of the new database the Library is also going fine-free and implementing auto-renewal of eligible materials when they come due.

12.2 Per Capita grant awards 2017 & 2018: *see item 5.1*

Letter from North Shore Gas with a reminder that the library currently receive service from another vendor but can always go back to them.

Director Davis will meet with the engineering firm that did the library's original capital replacement plan to discuss an updated plan to include equipment upgrades/replacements over the last five years and all the new parking lot components. A plan for replacing the lighting fixtures in the public areas of the Library will also be included.

Compensation will be given to four employees who performed lead training roles during the Polaris conversion.

Statement of Economic Interest is due.

Volunteer luncheon April 26 at The Ivanhoe Club

#### 13.0 Adjournment

Trustee Wolf made a motion to adjourn at 8:25 p.m. seconded by Trustee Voss. The motion passed.

Approved 05/17/18

/s/Jenny B. Ross, Secretary

FPLD Board of Library Trustees