

Fremont Public Library District  
Regular Monthly Board Meeting  
May 18, 2017

1.0 Call to Order

President McCue called to order the regularly scheduled monthly meeting of the Board of Library Trustees for the Fremont Public Library District at 6:30 p.m. on Thursday May 18, 2017.

2.0 Roll Call

Trustees Present: Marla Wolf, Jenny Ross, Tim McCue, Steve Hoenig, and Ken Erickson

Trustee Absent: Carol Mallquist

Also Present: Scott Davis, Director; Becky Ingram, Asst. Director; Susan Kruse, Recording Secretary; and Terry Wood, Trustee elect.

3.0 Approve Agenda

Trustee McCue made a motion to approve the agenda for the Fremont Public Library monthly Board meeting dated May 18, 2017, seconded by Trustee Erickson. The motion passed by voice vote.

Trustee McCue stated that over the past 14 years as a Trustee he appreciated the integrity, honesty, and trust from those he has served with and wished all the best of luck in the future.

4.0 Trustee McCue performed the Oath of Office of newly elected Trustees Jenny Ross, Marla Wolf, and Terry Wood.

Trustee Hoenig acted as president pro tem for this meeting as the senior returning officer.

5.0 Roll Call

Trustees Present: Ken Erickson, Jenny Ross, Marla Wolf, Terry Wood, and Steve Hoenig

Trustees Absent: Carol Mallquist

6.0 Trustee Hoenig nominated the following for the election of officers, approved via unanimous roll call votes.

**Election of Officers**

President ..... Carol Mallquist

Vice President ..... Marla Wolf

Treasurer ..... Steve Hoenig

Secretary ..... Jenny Ross

7.0 Director Davis explained the procedure the library typically uses to fill vacant seats on the board. A notice is posted requesting a letter of interest and a resume from interested people with a deadline (June 2) and an ad hoc committee of seated Board members is chosen to conduct interviews (June 8) and make a recommendation to the Board as a whole at their next regular monthly meeting (June 15). Trustees Wolf, Hoenig, and Ross volunteered to be on the ad hoc committee.

8.0 Concerns of the Public – No Public

9.0 Correspondence

Village of Mundelein’s Director of Public Safety Eric Gunther informed the Library that the village is currently under negotiations for the fire alarm monitoring.

Letter of engagement from auditor McClure and Inserra for this year's audit.

Friends of the Fremont Public Library sent a thank you note expressing their appreciation for the volunteer luncheon.

#### 10.0 Secretary's Report

10.1 Trustee Ross made a motion to approve minutes of regular monthly Board meeting of April 20, 2017, seconded by Trustee Hoenig. A clerical error was noted by Trustee Hoenig. The minutes were approved by voice vote, as corrected.

#### 11.0 Finance/Treasurer's Report

11.1 Trustee Hoenig presented the Finance Report for April 2017 for review and it will be placed on file for audit. Review of the revenue and expenses was presented showing a net change in equity.

11.2 Trustee Hoenig made a motion to approve Lists of Checks for May 2017 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: Erickson, Hoenig, Wood, Wolf, and Ross

Absent: Mallquist

11.3 Draft of Working Budget and Estimate of Revenues for FY2017-18 had no substantial changes since last month. Director Davis gave a brief overview and will send out a final draft prior to the June board meeting.

#### 12.0 Policy/Planning

12.1 Trustee Hoenig made a motion to revise Literature Distribution policy, seconded by Trustee Erickson. Inserted language to include the "posting of signs" as prohibited behavior along with "distribution of flyers, pamphlets and other types of literature on library property". The motion passed by voice vote as amended.

12.2 Trustee Hoenig made a motion to approve revised Circulation Policy, seconded by Trustee Erickson. Appendix A was inserted after the policy with a loan period table. This will eliminate having to revise the policy when loan periods change. After discussion, some wording was changed. The motion passed.

12.3 The new revised bylaws for the Friends/Foundation merger were still being finalized. Director Davis will report back to the Board after reviewing the final draft.

#### 13.0 Personnel

Early Childhood Librarian Carol Davis has relocated out of town and will be leaving at the end of May. In addition, a couple of part time positions are open in Facilities and Circulation.

#### 14.0 Physical Facilities

14.1 Parking lot repairs update: At the preconstruction meeting, a revision in the phasing of the project was presented which will hopefully accelerate the timetable a bit. The plan is for the library to remain open for the bulk of the project with as little disruption to library operations as possible. Management is discussing ways to alleviate patron impact during construction. In addition, discussion took place regarding the possibility of opening the drive up window to patrons, and creating new outdoor spaces for patrons to sit.

## 15.0 Board President's Report

15.1 Trustee Mallquist will contact each Trustee regarding Board committee assignments and the Friends Liaison position.

## 16.0 Library Director's Report

Large vehicle parking in lot is problematic. Discussion took place regarding posting signage prohibiting parking in the lot unless on official business. Director Davis will investigate.

A proposal was submitted to the Board requesting amnesty for the month of September for fine forgiveness of returned materials and existing fines on patron's cards.

16.1 Auditor's Letter of Engagement for FY 2016.17 was accepted. We also renewed our contract with the accountant for the next fiscal year with a slight increase in cost.

16.2 Director Davis testified at the SAIA lawsuit between the Villages of Mundelein and Grayslake. The lawsuit was subsequently dismissed by a judge.

16.3 Director Davis reminded Trustees to file their Statements of Economic Interest by May 1.

Director Davis reported on the IMRF annual rate meeting he attended. One takeaway from these meetings is a reminder that the bulk of IMRF funding comes from investments. IMRF returns last year exceeded their target.

The Library was not affected by the WannaCry virus released over the weekend. Certain older Windows releases are at risk since they are now longer supported.

## 17.0 Adjournment

Trustee Hoenig made a motion to adjourn at 8:45p.m.; seconded by Trustee Wood. The motion passed.

Approved 06/15/17

/s/Jenny B. Ross,

Secretary