

Fremont Public Library District
Regular Monthly Board Meeting
July 20, 2017

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 July 20, 2017.

2.0 Trustee Mallquist performed the Oath of Office for newly elected Trustee Teri Voss.

3.0 Roll Call

Present: Terry Wood, Marla Wolf, Terri Voss, Carol Mallquist, Steve Hoenig, and Jenny Ross

Absent: None

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

4.0 Approve Agenda

Trustee Wolf made a motion to approve the agenda for the Fremont Public Library monthly Board meeting dated July 20, 2017, seconded by Trustee Hoenig. The motion passed by voice vote.

5.0 Concerns of the Public – No public

6.0 Correspondence

- Illinois Dept. of Labor (IDOL) sent a notice of the revised Prevailing Wage schedule for Lake County.
- Unique Management, the library's collection service used for accounts seriously in arrears, reported an 8:1 return on investments.
- Adopt-A-Highway renewal form was received.

7.0 Secretary's Report

7.1 Trustee Ross made a motion to approve minutes of the Personnel Committee meeting of June 14, 2017, seconded by Trustee Hoenig. The motion passed by voice vote.

7.2 Trustee Ross made a motion to approve Closed Session minutes of June 14, 2017, seconded by Trustee Hoenig. The motion passed by voice vote.

7.3 Trustee Ross made a motion to approve minutes of regular monthly Board meeting of June 15, 2017, seconded by Trustee Hoenig. The motion passed by voice vote.

7.4 Trustee Ross made a motion to approve minutes of the Closed Session of June 15, 2017, seconded by Trustee Hoenig. The motion passed by voice vote.

8.0 Finance / Treasurer's Report

8.1 Trustee Hoenig presented the Finance Report for June 2017 for review and it will be placed on file for audit. Trustee Hoenig stated that early tax revenue received for fiscal year 2017-18 is reflected on the June report as a liability but will be shown as revenue on the July report. In addition, 99.98% of money budgeted for FY 2016-17 was received.

8.2 Trustee Hoenig made a motion to approve Lists of Checks for July 2017 and to authorize the payment of bills and salaries, and to make transfers, seconded by Trustee Wood. Roll was called and the motion passed.

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

8.3 Director Davis explained to new Trustees that the Tentative Budget & Appropriation Ordinance is the legal document that authorizes the Library to spend money received. The Tentative Budget & Appropriation Ordinance will be posted for public viewing at least 30 days prior to B&A Hearing.

8.4 Trustee Hoenig made a motion to set the Budget & Appropriation Hearing on September 19, 2017 at 5:45 p.m., seconded by Trustee Voss. The motion passed by voice vote.

9.0 Policy / Planning

9.1 Discussion took place regarding revisions of the Meeting Room Use policy. The policy text remains the same but now includes an Appendix A for extra items available for use in the meeting room.

The Resource Selection policy is reviewed periodically. This policy is used to set criteria for use by librarians in selecting materials for the library's collections. It is important to have strong policy in case any materials are challenged. The revision clarifies the process a patron would follow to request that an item to be reconsidered.

Assistant Director Ingram gave the new Trustees a short overview of the library's current Strategic Plan.

10.0 Personnel

10.1 Director Davis said he will review the LACONI (Library Administrators Conference of Northern Illinois) report data before proceeding with any recommended changes to the Compensation Plan. In past year the LACONI report has allowed for head-to-head comparisons with comparable libraries, but the new version of the report does not provide the same type of analysis. The report will have to be studied more to determine how best to use the data and properly benchmark the library's pay ranges.

11.0 Physical Facilities

11.1 The remediation of the staff parking lot has begun and is moving along smoothly. There will be times when the parking lot traffic flow will change to accommodate construction. Change orders over the budgeted amount will be brought to the Board for approval; it is possible that special meetings may be called to approve them.

12.0 Board Presidents Report

12.1 Committee Assignments

	Finance	Policy	Personnel	Facilities
Carol Mallquist	x	x	x	x
Jenny Ross		X	Chair	
Marla Wolf		Chair	X	
Steve Hoenig	Chair		X	
Terri Voss		X		X
Terry Wood	X			Chair
Tony Vasquez	X			X

12.2 ALA Conference report

Trustee Wolf reported that she attended two days of the conference and found many interesting exhibits. Asst. Director Ingram attended ALA and brought back information and ideas that can be applied to our library. Director Davis attended a presentation on being fine free and is interested in pursuing this path for FPL. There are many positives going fine free for the library and for patrons.

12.3 Trustee Ross and Mallquist volunteered to audit the Secretary's Book before the next Board meeting.

13.0 Library Director's Report

13.1 Adopt-A-Highway will be renewed with Trustee Hoenig volunteering to champion the cause.

13.2 The Adult Program Coordinator requested to hold a wine and chocolate tasting program this fall. The library checked with the village and insurance company and ensured that sure no special permits or policies are needed.

Overall material circulation trended down again last year even though patron attendance went up. People are coming to the library for many purposes other than just checking out physical materials.

-The library made it through the recent rains and flooding without any damage to the building or collection, though other area libraries were not as lucky. The pond did overflow its banks and eventually spilled onto Midlothian Road. The pond receded within a couple of days back to normal levels.

-Fremont Library will once again have a booth at Lake County Fair.

14.0 Adjournment

Trustee Hoenig made a motion to adjourn at 8:37 p.m. seconded by Trustee Wolf. The motion passed.

Approved 08/17/17

/s/Terri Voss, Secretary Pro Tem