

Fremont Public Library District
Regular Monthly Board Meeting
October 19, 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 October 19, 2017.

2.0 Roll Call

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

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 October 19, 2017, seconded by Trustee Voss. The motion passed by voice vote.

4.0 Concerns of the Public – No public

5.0 Correspondence

- Received approved agreement for Adopt-A-Highway.
- Received a letter from the Illinois Dept. of Revenue stating that they will no longer seek to recoup overpayments of Personal Property Replacement Taxes (PPRT) that occurred due to their error back in 2015-16.
- The Department of Labor sent another revision to the Prevailing Wage schedule for Lake County.

6.0 Secretary's Report

6.1 Trustee Ross made a motion to approve minutes of regular monthly Board meeting of September 19, 2017 seconded by Trustee Voss. A few clerical errors were noted and corrected. The motion passed by voice vote.

6.2 Trustee Ross made a motion to approve minutes of Budget & Appropriation Hearing of September 19, 2017 seconded by Trustee Voss. The motion passed by voice vote.

7.0 Finance / Treasurer's Report

7.1 Trustee Hoenig presented the Finance Report for September 2017 for review and it will be placed on file for audit. Trustee Hoenig gave a summary of revenue received and expenses.

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

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

Absent: Wood

7.3 Trustee Hoenig made a motion to adopt Resolution No. 2017-18-101, Estimate of Tax Levy for FY 2018-19, seconded by Trustee Wolf. Director Davis explained how he calculated the tax levy request. The estimate, including new growth, is an increase of 2.75% for FY 2018-19. Roll was called and the motion passed.

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

Absent: Wood

7.4 Trustee Hoenig made a motion to approve annual financial audit for FY 2016-17, seconded by Trustee Wolf. After some discussion roll was called and the motion passed.

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

Absent: Wood

8.0 Policy / Planning

Trustee Wolf, liaison for the Friends of the Library/Foundation, gave a report on the October meeting. A new software package has been purchased to streamline their operations. It will provide a wide variety of benefits for the Foundation.

9.0 Personnel

9.1 Fair Labor Standards Act proposed change: After discussing with the management team, Director Davis recommended Librarians I & II remain nonexempt, keeping the changes implemented last year when the annual salary threshold was raised for exemption status. The Dept. of Labor has opened the matter up for re-evaluation and is said to be contemplating an increase in the exempt salary level, but not as high as the last amount sought. Director Davis presented his completed quarterly goals in the Board packet. Discussion took place regarding training on the new database Polaris that is scheduled to go live April 2018.

10.0 Physical Facilities

10.1 Parking lot update: Post construction walk through revealed several items for the punch list, chief among them indentations in some areas from where vehicle tires rested. A meeting is scheduled with all the pertinent parties next week to discuss remedies.

Last month an industrial accident occurred while work was being done on the HVAC system. No one was injured but a workroom was sprayed with a liquid sludge when a hose came undone. The responsible vendor will compensate the library for all the damage incurred.

11.0 Board Presidents Report- No Report

12.0 Library Director's Report

12.1 2017 Per Capita Grant requirements: A review of safety standards was held. A salvage priority list will be made to list the order on things to be saved in the event of a catastrophe. Trustees watched a training video on what to do in event of an active shooter.

Trustee Hoenig recommends a review of library policies and bylaws next spring.

12.2 Health insurance – Director Davis attended a renewal meeting for the health insurance cooperative. Rates for major medical plans are unchanged, although the HSA deductible increased due to IRS changes.

12.3 Adopt-A-Highway cleanup date is scheduled for Saturday, October 21 at 8:30 a.m.

13.0 Adjournment

Trustee Voss made a motion to adjourn at 8:20 p.m. seconded by Trustee Hoenig. The motion passed.

Approved 11/16/17

/s/Jenny B. Ross, Secretary