

Fremont Public Library District
Regular Monthly Board Meeting
May 17, 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 May 17, 2018.

2.0 Roll Call

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

Absent: Terry Voss

Also Present: Scott Davis, Director and Becky Ingram, Assistant Director

3.0 Approve Agenda

Trustee Wolf made a motion to approve the agenda for the Fremont Public Library monthly Board meeting dated May 17, 2018 seconded by Trustee Vasquez. The motion passed by voice vote.

4.0 Concerns of the Public – No public

5.0 Correspondence

1. Lake County Treasurer's Office notice of deposit of interest earned of \$1,875.68 into the Library's account due to early payment of property taxes.

2. Received annual Illinois State Library ILLINET/OCLC agreement.

3. It was reported to EBC (Employee Benefits Corp) that a small number of individuals participating in the Flex Spending Account and Health Reimbursement Account plans had received phishing e-mails that contained their social security number. After investigation EBC found no unauthorized activity but has offered all enrolled employee complimentary credit monitoring and ID theft protection for 1 year.

4. LIMRiCC (Library Insurance Management Risk Control Combination) sent notice that the IRS reversed the maximum family contribution to Health Savings Account back to \$6,900 from \$6,850.

5. Inland Bank – all banks are now subject to new rules under the Bank Secrecy Act to help combat national security threats. Legal entities opening a new account now require the one person with significant managerial control to provide identification.

6. Letter of engagement was received from auditor with no price increase.

7. The County Clerk thanked Fremont Public Library for allowing them to use the library to hold the 2018 Primary Election.

6.0 Secretary's Report

6.1 Trustee Ross made a motion to approve minutes of regular monthly Board meeting of April 19, 2018 seconded by Trustee Hoenig. Clerical error noted. The motion passed as corrected by voice vote.

7.0 Finance / Treasurer's Report

7.1 Trustee Hoenig presented the Finance Report for April 2018 for review and it will be placed on file for audit. Trustee Hoenig reviewed the balance sheet. Director Davis mentioned that there will be an influx of revenue into Friends gift line from the Foundation account that was closed following the merger of the two groups.

7.2 Trustee Hoenig made a motion to approve Lists of Checks for May 2018 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, Wood, Wolf, Hoenig, and Vasquez

Absent: Voss

7.3 The draft of FY2018-19 Estimate of Revenues and Budget was discussed. Tax revenues increased approximately \$106,000 from last year. Building and Maintenance line has been put back into the corporate

fund this year and the IMRF levy was reinstated. The levy request was down by 17.9% this year because the bonds were paid off. Additional miscellaneous revenues will come from the new Maple Hill housing development, gifts & memorials, and miscellaneous fees.

Director Davis went over the budget lines. The salary line increased slightly because of the new compensation plan. Electronic materials increased to keep up with patron demand while the print and audio visual material line decreased. The capital replacement plan includes new ceiling light fixtures, interior painting, upgraded security system, and security cameras. Replacing the carpeting remains a priority but probably not in this budget. Since it involves moving all the shelves it presents opportunity to relocate collections and repurpose spaces.

8.0 Policy / Planning – No Report

9.0 Personnel

9.1 Trustee Ross made a motion to approve revised Compensation Plan policy seconded by Trustee Hoenig. The motion passed by voice vote.

9.2 Trustee Ross made a motion to approve revised Vacation Leave policy seconded by Trustee Hoenig. A pay grade was added to the policy to match the previously revised Compensation Plan. The motion passed by voice vote.

The Personnel Committee will be meeting to review and discuss the Directors compensation and performance prior to the June Board meeting.

A New Youth Services Department Head will be starting in June.

10.0 Physical Facilities

10.1 Parking lot update. After talking with the architect, engineer and material testing company the consensus was to have the contractor re-mill and repave the problem areas of the parking lot. Director Davis proposed that the work be done the first week in August with the Library closing for a day. Other major punch list items are to repair cracked concrete, and getting the irrigation system up to specifications.

10.2 Memorial tiles update. Because of safety and liability issues other options are being pursued rather than putting them back in the ground. Three options were discussed. One option is to immortalize the tile inscriptions by etching them into glass that is displayed in the interior of the library. The tiles then could be returned to the donors for their gardens. Due to the constraints of available ground space this would be the most realistic.

Davis attended the Route 53 (Tri County Access) stakeholder meeting. Director Davis inquired with the toll authority about gaining stakeholder status. The proposed path of the highway runs the length of the library district, yet the library was not invited to be a stakeholder. Neither were Fremont Township or Fremont Schools. Most of the seats reserved for stakeholders were empty.

IMRF (Illinois Municipal Retirement Fund) hired a new Executive Director, Brian Collins.

11.0 Board Presidents Report

Trustee Wolf reported on the Friends/Foundation monthly financials and activities. The Friends will be participating in Mundelein's farmers market and also looking for some fundraising activities that will have minimal impact on the library staff.

12.0 Library Director's Report

12.1 Polaris update. There have been some problems of slowness with the system but staff were very well prepared, and CCS and Polaris have been quick and responsive in resolving them.

The Daily Herald printed an article stating that the Library bonds were paid off and will not be renewed.

Cook Library is expanding their Aspen branch in Vernon Hills with a 15,000 square foot addition.

Director Davis will be chairing the ILA Public Policy Committee next year. The committee reviews legislation being discussed in Springfield and represents all library types in proposing new or revised legislation.

13.0 Adjournment

Trustee Hoenig made a motion to adjourn at 8:55 p.m. seconded by Trustee Wood. The motion passed.

Approved 06/21/18

Jenny B. Ross

/s/Secretary