

Fremont Public Library District
Regular Monthly Board Meeting
October 20, 2022

1. Call to Order

Vice President Amber Reid-Schwenk called to order the regularly scheduled monthly meeting of the Board of Library Trustees for the Fremont Public Library District at 6:02 p.m.

2. Roll call:

Trustees Present: Jay Kasten, Laurie MacKay, Jodie Nalezny, Sharon Smogor and Amber Reid-Schwenk

Absent: Steve Hoenig, Brenda Pathmann

Reid-Schwenk made a motion to allow Trustee Pathmann to participate in the meeting remotely, as authorized by the 5 ILCS 120/7 and the Library's Internal Administrative Procedures; seconded by Kasten. The roll was called:

Yes: Kasten, MacKay, Nalezny, Smogor, and Reid-Schwenk

The motion passed. Trustee Kasten will handle the Secretary's roll calling duties with Pathmann participating remotely. Updated attendance:

Trustees Present: Jay Kasten, Laurie MacKay, Jodie Nalezny, Brenda Pathmann, Sharon Smogor and Amber Reid-Schwenk.

Absent: Steve Hoenig, Brenda Pathmann

Others Present: Scott Davis, Director; Rebecca Ingram, Assistant Director

3. Kasten made a motion to approve the agenda; seconded by Smogor. The motion passed by voice vote.

4. Public comment – none.

5. Correspondence (moved up from agenda item #7)

5.1 Received developer donation payments from the Village of Grayslake for a new townhome development called Tribeca at Rt 137 and Casey Rd.

6. Presentation by Architect

6.1 Kristin Richardson from architect Engberg Anderson presented updated remodeling plans and carpet samples for review and approval by the Board. The Board was in consensus on the plans and carpeting styles and patterns as presented. The timetable for the project will be split into two main phases. The first phase will take place between February and May and will focus on construction aspects in the Shell Space and Youth Services workroom. The work will be suspended in the summer so the library is not competing with schools for construction resources. Work resumes in late summer with the flooring replacement and relocation of some materials collections. Budgetary considerations due to high inflation resulted in some parts of the project being pulled out of the bid package as alternates. Depending on how the main bids come in, alternates can be added in as costs permit or put off and handled as separate projects in the future. Approval of the bids is planned for the December Board meeting.

7. Reid-Schwenk made a motion to approve carpet/interior renovation plans and authorize architect to develop bid documents. The roll was called:

Yes: MacKay, Nalezny, Pathmann, Smogor, and Reid-Schwenk

Absent: Hoenig

Abstain: Kasten

The motion passed.

8. Secretary's Report

8.1 Kasten made a motion to approve minutes of the Budget and Appropriation Hearing of September 15, 2022; seconded by MacKay. The motion passed by voice vote.

8.2 Kasten made a motion to approve minutes of regular monthly meeting of September 15, 2022; seconded by Smogor. The motion passed by voice vote.

9. Treasurer's Report

9.1 Treasurer MacKay presented the monthly Finance Report for September 2022.

9.2 MacKay made a motion to approve lists of checks, payment of bills and salaries, and transfers for October 2022; seconded by Kasten. The roll was called:

Yes: Kasten, MacKay, Nalezny, Pathmann, Smogor, and Reid-Schwenk

Absent: Hoenig

The motion passed.

9.3 Davis reviewed the Estimate of Levy resolution and .02% Building and Maintenance levy. He explained how these documents are part of the overall annual levy process.

10. Committee Reports

10.1 Finance Committee – no report

10.2 Personnel Committee – no report

10.3 Physical Facilities Committee – no report

10.4 Policy and Planning Committee – no report

10.5 Internal Administrative Procedures Ad hoc Committee – Chair Nalezny reported that she is reviewing sample bylaws sent by Director Davis and will look to schedule a meeting between the November and December Board meetings.

11. President's Report

11.1 No report.

12. Director's Report

12.1 Davis mentioned some continuing education opportunities for Trustees.

12.2 A half-day staff in-service meeting focusing on safety training will be held on November 7.

12.3 Recent developer donations were discussed. In addition to the Tribeca development in Grayslake, Davis recently executed a new agreement with Mundelein Senior Apartments in downtown Mundelein.

12.4 Kasten asked about the cost of the ice melt systems attempted repairs and if the library would be reimbursed since the repairs were ineffective. Davis replied that he previously told the Board that there was no guarantee that the repair attempt would be successful and the warranty period with the original contractor has expired.

12.5 Reid-Schwenk inquired if there were any rebates similar to what the library received for the lighting project and if so to make sure the bid documents reflect that the library would be the sole recipient of any such funds. Davis replied that there are no rebates or incentives tied in with this project.

13. Other Business

13.1 Reid-Schwenk made a motion to approve Resolution No. FY2022-23-102, Estimate of Tax Levy for FY 2022-23; seconded by Kasten. The roll was called:

Yes: Kasten, MacKay, Nalezny, Pathmann, Smogor, and Reid-Schwenk

Absent: Hoenig

The motion passed.

13.2 Reid-Schwenk made a motion approve Ordinance No. FY2022-23-102, .02% Building and Maintenance Levy; seconded by Smogor. The roll was called:

Yes: Kasten, MacKay, Nalezny, Pathmann, Smogor, and Reid-Schwenk

Absent: Hoenig

The motion passed.

13.3 Reid-Schwenk made a motion approve revised Meeting Room policy. The motion passed by voice vote.

14. Reid-Schwenk made a motion to adjourn the meeting at 7:24p.m.; seconded by Kasten. The motion passed by voice vote.

Approved 11/17/22

/s/Brenda Pathmann, Secretary