

Fremont Public Library District
Regular Monthly Board Meeting
April 20, 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 April 20, 2017.

2.0 Roll Call

Trustees Present: Steve Hoenig, Carol Mallquist, Tim McCue, Jenny Ross, Marla Wolf, and Ken Erickson (arrived at 6:33)

Trustee Absent: Sarah Armstrong,

Also Present: Scott Davis, Director; Becky Ingram, Asst. Director; Susan Kruse, Recording Secretary; and Maggie Masterson, Youth Services Dept. Head

3.0 Approve Agenda

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

4.0 Concerns of the Public – No Public

5.0 Correspondence

-Received thank you notes from former employee Jan Oblinger to library staff and Board.

-Director Davis received a subpoena from an attorney representing the Village of Mundelein in the SAIA trucking company lawsuit between the villages of Mundelein and Grayslake.

-Secretary of State Jesse White awarded FPLD the 2017 Illinois Public Library Per Capita Grant for \$29,115.72

- Attorney General Lisa Madigan sent a letter with an enclosed check for \$198.32 representing the library's share of the settlement from the State of Illinois DRAM Antitrust lawsuit.

6.0 Maggie Masterson made a presentation to the board about the new collection of STEM (Science, Technology, Engineering, and Math) kits available now in the Youth Services Dept. An example of kits includes rock & mineral, human body, snap circuit, and fairy tale engineering kits, and preloaded Launch Pads. The collection is geared to all ages and all ability levels.

7.0 Secretary's Report

7.1 Trustee Hoenig made a motion to approve minutes of regular monthly Board meeting of March 16, 2017, seconded by Trustee McCue. The motion passed by voice vote.

8.0 Finance/Treasurer's Report

8.1 Trustee Mallquist presented the Finance Report for March 2017 for review and it will be placed on file for audit. Some discussion took place regarding spending down the remaining Per Capita line before the end of the fiscal year.

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

Yes: Wolf, Ross, Mallquist, Erickson, Hoenig, and McCue

Absent: Armstrong

8.3 Discussion took place in regards to the preliminary draft of the Working Budget and Estimate of Revenues for FY2017-18.

The Building and Maintenance Fund will be used in FY2017-18 to keep it active.

February 2018 will be the last bond payment.

9.0 Policy/Planning

9.1 Trustee McCue made a motion to revise the policy on Sick Leave, seconded by Trustee Erickson. The limit of sick days an employee can take for caring for family members was removed. The motion passed by voice vote.

10.0 Personnel

10.1 FY 2017-18 salary structure was discussed. Director Davis would like to keep the salary budget line the same as last year and still give annual increases with a target of an average 3.0% salary increase.

The Trustee's reviewed Director Davis' third quarter goals.

11.0 Physical Facilities

11.1 Parking lot project update: The bid opening was recently held with four contractors providing bids. The base bids were all very close. The alternate bids were the deciding factor.

11.2 Trustee Erickson made a motion to award contract for parking lot renovations to lowest responsible bidder, Accu Paving of Broadview IL, consisting of base project with alternatives 1, 3,4,5,6, & 7 for \$637,050 seconded by Trustee Ross. Roll was called and the motion passed.

Yes: Mallquist, McCue, Wolf, Erickson, Ross, and Hoenig

Absent: Armstrong

12.0 Board President's Report

Trustee Armstrong submitted her resignation due to moving out of district.

Trustee McCue reported that AARP had a 10% increase from 680 to 726 tax return filings.

13.0 Library Director's Report

13.1 Per Capita Grant award letter – *See item 5.0 Correspondence*

13.2 Accountant’s letter of engagement for FY 2017-18 was accepted.

13.3 Villages of Mundelein & Grayslake SAIA lawsuit - *See item 5.0 Correspondence*

13.4 Dates to remember: Volunteer luncheon, April 27, 2017; Statements of Economic Interest, May1, 2017; LACONI Trustee Banquet, May 12; ALA Conference, Chicago June 22-27

Director Davis reported that several staff members have applied for the Library’s continuing education/advanced education benefits. Based on the amount of reimbursements being requested and graduation bonuses pending, the budget line may be slightly over spent this fiscal year. This line item will be increased for the coming fiscal year.

Our new marketing professional has been busy getting the Library’s name out in the newspapers. The Daily Herald printed an article about FPL’s new “seed library”, which then was picked up by the Illinois Library Association’s newsletter and RAILS. These developments are in accordance with the Library’s strategic plan objective to increase public awareness of what the library offers.

14.0 Adjournment

Trustee McCue made a motion to adjourn at 8:58p.m., seconded by Trustee Erickson. The motion passed.

Approved 05/18/2017

/s/Jenny B/. Ross, Secretary

FPLD Board of Library Trustees