

Fremont Public Library District  
Regular Monthly Board Meeting  
June 21, 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 6:01 p.m. on Thursday June 21, 2018.

2.0 Roll Call

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

Absent: Terry Wood

Also Present: Scott Davis, Director

3.0 Approve Agenda

Trustee Vasquez made a motion to approve the agenda for the Fremont Public Library monthly Board meeting dated June 21, 2018 seconded by Trustee Hoenig. The motion passed by voice vote.

4.0 Concerns of the Public – No public

5.0 Correspondence

1. In 2016 the Secretary of State Office/IL State Library in conjunction with the Department of Revenue developed an interactive library service map that shows all the library coverage in the state of Illinois. There are many areas in the state that are not covered as there is no mandate for universal library service in the state.

2. A check was received for restitution via the court system for theft of library materials.

3. Annual TIF (Tax Increment Financing) reimbursement check was received for \$9,728.80.

4. IL State Board of Education asked public libraries for assistance with their summer food service program.

6.0 Secretary's Report

6.1 Trustee Ross made a motion to approve minutes of regular monthly Board meeting of May 17, 2018, seconded by Trustee Hoenig. Clerical errors noted. The motion passed by voice vote.

6.2 Trustee Ross made a motion to approve minutes of Personnel Committee meeting on June 11, 2018, seconded by Trustee Hoenig. The motion passed by voice vote.

6.3 Trustee Ross made a motion to approve minutes of Closed Session of Personnel Committee on June 11, 2018, seconded by Trustee Hoenig. The motion passed by voice vote.

6.4 Trustee Ross made a motion to authorize the destruction of verbatim recording of closed session Personnel Committee meeting on 6/16/2016 and to keep all other minutes closed that meet requirements as set forth in 5 ILCS 120/2.06(c), seconded by Trustee Hoenig. The motion passed by voice vote.

Trustee Ross made a motion to open the minutes of Personnel Committee meeting of 6/11/2018, seconded by Trustee Hoenig. The motion passed by voice vote.

7.0 Finance / Treasurer's Report

7.1 Trustee Hoenig presented the Finance Report for May 2018 for review and it will be placed on file for audit. Trustee Hoenig reviewed the balance sheet.

7.2 Trustee Hoenig made a motion to approve Lists of Checks for June 2018 and to authorize the payment of bills and salaries, and to make transfers, seconded by Trustee Voss. Roll was called and the motion passed.

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

Absent: Wood

7.3 Trustee Hoenig made a motion to transfer \$350,000 from Corporate Fund to Special Reserve Fund, seconded by Trustee Ross. Director Davis explained that while we carry some cash on hand for emergencies, excess funds should go into Special Reserve, which are restricted for capital purposes. Roll was called and the motion passed.

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

Absent: Wood

7.4 Trustee Hoenig made a motion to authorize transfer of \$25,000 from Building Maintenance Fund to Special Reserve Fund, seconded by Trustee Voss. Director Davis explained since we had excess money left in the Building Maintenance Fund transferring it to Special Reserve Fund gives the Library the ability to use the funds for capital purposes instead of letting it sit idle until that levy is used again in two years. Roll was called and the motion passed.

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

Absent: Wood

7.5 Trustee Hoenig made a motion to approve Resolution FY 2017-18-103, A Resolution Dissolving the Fremont Public Library District Bond Fund, seconded by Trustee Wolf. Director Davis explained that the money left in the Bond Fund will be moved into Special Reserve Fund for capital uses consistent with the reasons the Bonds were issued. Roll was called and the motion passed.

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

Absent: Wood

7.6 Trustee Hoenig made a motion to approve Estimate of Revenues and Working Budget for FY 2018-19, seconded by Trustee Vasquez. Discussion took place regarding a few revenue and expense line item adjustments. Director Davis received estimated costs for new interior lighting on first and second floor, and ceiling tiles. Other capital projects under discussion for this fiscal year is interior and exterior painting, additional security cameras, and an updated security system. Roll was called and the motion passed.

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

Absent: Wood

## 8.0 Policy / Planning

8.1 Trustee Wolf made a motion to adopt Ordinance No. FY 2017-18-103, An ordinance Adopting Prevailing Wage Rates, seconded by Trustee Vasquez. A change in law now allows the posting on our web site of a hyper link to the county's wage listing instead of having to publish the entire ordinance. A copy will also be posted on the public bulletin board on the second floor of the library. The motion passed by voice vote.

8.2 Trustee Wolf made a motion to approve revised Non-resident Library Card Policy, seconded by Trustee Voss. The cost of a card has dropped because the library no longer has bond payments. The motion passed by voice vote.

8.3 Trustee Wolf made a motion to adopt Ordinance No. FY 2017-18-104, An Ordinance Providing for Cash Contributions through Developer Donations, seconded by Trustee Hoenig. The formula previously used to determine the annual developer donation amount was modified to account for the bonds being paid off. Additionally, the ordinance now gives authority to the Library Director to sign off on such agreements as long as they do not deviate from the stipulations set forth in the ordinance. The motion passed by voice vote.

8.4 Trustee Wolf made a motion to adopt Ordinance No. FY 2017-18-105, An Ordinance Establishing Regular Monthly Board Meetings for FY 2018-18, seconded by Trustee Voss. Discussion took place regarding the start time for the regular Board meetings. Trustee Vasquez made a motion to amend the Ordinance stating the start time to be 6:30 p.m. rather 6:00 p.m., seconded by Trustee Voss. The motion passed by voice vote.

8.5 Trustee Wolf made a motion to approve list of Scheduled Closings for FY 2018-19, seconded by Trustee Hoenig. The motion passed by voice vote.

## 9.0 Physical Facilities

9.1 Parking lot update: The contractor plans on completing all punch list items on August 1. The Library will be closed for the day to accommodate the milling and repaving of certain areas of the parking lot.

9.2 After much time thinking about the future home of the memorial tiles Director Davis presented one last idea for reinstalling the tiles by removing some bushes and ground cover along the front wall of the library starting at the bike rack extending around the sidewalk on the east side of building where the emergency exit is located. In addition, an idea was presented to create a new public space by expanding the retaining wall and forming a patio area. More information is needed before any decision can be made.

Director Davis is still working on an intergovernmental agreement with the Village of Mundelein delineating the roles and responsibilities of the library and village regarding the pond situated next to the library.

#### 10.0 Personnel

10.1 Trustee Wolf made a motion to move into Closed Session regarding an employee issue, as authorized by 5 ILCS 120/2(c)(1), seconded by Trustee Hoenig. The passed by voice vote.

Open session resumed at 8:52 p.m. Roll was called and the motion passed.

Present: Hoenig, Mallquist, Ross, Vasquez, Voss, and Wolf.

Absent: Wood

10.2 Trustee Wolf made a motion to approve Library Director's performance review and compensation for FY 2018-19, seconded by Trustee Vasquez. Roll was called and the motion passed.

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

No: Voss

Absent: Wood

11.0 Board Presidents Report – No report

12.0 Library Director's Report

Fremont Public Library participating with other libraries will have a booth at Lake County Fair on July 26 from 3:30- 9:00 p.m.

Director Davis attended the Neocon furniture store show at the Merchandise Mart.

#### 13.0 Adjournment

Trustee Voss made a motion to adjourn at 9:00 p.m. seconded by Trustee Hoenig. The motion passed.

Approved 07/20/18

/s/Jenny B. Ross, Secretary