

Fremont Public Library District  
Regular Monthly Board Meeting  
June 20, 2019

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 6:30 p.m. on Thursday June 20, 2019.

2.0 Swearing in took place of newly elected Trustees Lauren Jackson, Brenda Pathmann and Amber Reid-Schwenk along with re-elected Trustee Steve Hoenig.

3.0 Roll Call

Trustees Present: Steve Hoenig, Carol Mallquist, Lauren Jackson, Brenda Pathmann, Amber-Schwenk, Terry Wood and Marla Wolf (arrived @ 6:48pm)

Also Present: Scott Davis; Director and Becky Ingram; Asst. Director

4.0 Approve Agenda

Trustee Hoenig made a motion to approve the agenda for the Fremont Public Library monthly Board meeting dated June 20, 2019 seconded by Trustee Wood. The motion passed by voice vote.

Absent: Wolf

5.0 Election of Officers

5.1 Trustee Wood nominated Trustee Hoenig for President. No other nominations were brought forward. The motion passed by voice vote.

Absent: Wolf

5.2 Trustee Jackson nominated Trustee Mallquist for Vice President. No other nominations were brought forward. The motion passed by voice vote.

Absent: Wolf

5.3 Trustee Reid-Schwenk nominated Trustee Jackson for Treasurer. No other nominations were brought forward. The motion passed by voice vote.

Absent: Wolf

5.4 Trustee Reid-Schwenk nominated Trustee Pathmann for Secretary. No other nominations were brought forward. The motion passed by voice vote.

Absent: Wolf

6.0 Concerns of the Public – No Report

7.0 Correspondence

1. Last month the tax bills were sent out late by Lake County resulting in a minor delay in receiving the first installment of tax revenues.

2. Received public notice form Village of Mundelein Planning and Zoning Commission concerning a petition of a gazebo being built on residential property.

3. Dept. of Labor - Due to changes in Illinois law we no longer have to pass an annual Prevailing Wage Rate ordinance nor post notices.

4. Received several patron "speak out" comments. One regarding fines free status, and the other complimenting the organization of the Library and the friendly, helpful staff.

8.0 Secretary's Report

8.1 Trustee Pathmann made a motion to approve the minutes of Personnel Committee meeting on May 13, 2019 seconded by Trustee Wood. The motion passed by voice vote.

Abstain: Reid-Schwenk

8.2 Trustee Pathmann made a motion to approve Closed Session of Personnel Committee on May 13, 2019 seconded by Trustee Mallquist. The motion passed by voice vote.

Abstain: Reid-Schwenk

8.3 Trustee Pathmann made a motion to approve regular monthly Board meeting on May 16, 2019, seconded by Trustee Mallquist. The motion passed by voice vote.

Abstain: Reid-Schwenk

8.4 Trustee Pathmann made a motion to approve minutes of Closed Session on May 16, 2019, seconded by Trustee Wolf. The motion passed by voice vote.

Abstain: Reid-Schwenk

8.5 Trustee Pathmann made a motion to open closed minutes from the 5/13/2019 and 5/16/2019 Personnel Committee meeting for public review, seconded by Trustee Jackson. The motion passed by voice vote.

#### 9.0 Finance / Treasurer's Report

9.1 Trustee Jackson presented the Finance Report for May 2019 for review and it will be placed on file for audit. Trustee Hoeing commented on the refund received from CCS which was a result of a funding overage from the development of the Polaris database.

9.2 Trustee Jackson made a motion to approve Lists of Checks for June 2019 and to authorize the payment of bills and salaries, and to make transfers seconded by Trustee Mallquist. Roll was called and the motion passed.

Yes: Jackson, Mallquist, Pathmann, Reid-Schwenk, Wolf, Wood, and Hoenig

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

Yes: Wolf, Mallquist, Jackson, Reid-Schwenk, Wood, Pathmann, and Hoenig

9.4 Trustee Jackson made a motion to approve Estimate of Revenues and Working Budget for FY 2019-20 seconded by Trustee Mallquist. Davis explained the process used to come up with the estimated operating revenue and commensurate expenses. Davis also explained to the new trustees how the library utilizes various funds and reviewed individual line items. Roll was called and the motion passed.

Yes: Mallquist, Wolf, Wood, Jackson, Pathmann, Reid-Schwenk, and Hoenig

#### 10.0 Policy / Planning

10.1 Trustee Wolf made a motion to adopt Ordinance No. FY 2018-19-103, An Ordinance Establishing Regular Monthly Board Meetings for FY 2019-20, seconded by Trustee Reid-Schwenk. Board meetings will now start at 6:00 p.m. Roll was called and the motion passed.

10.2 Trustee Wolf made a motion to approve list of Scheduled Closings for FY 2019-20, seconded by Trustee Jackson. Roll was called and the motion passed.

10.3 Trustee Wolf made a motion to adopt Ordinance No. FY 2018-19-104, An Ordinance Providing For Cash Contributions through Developer Donations, seconded by Trustee Reid-Schwenk. Davis explained to new Trustees that the basis of the document is for what we do with those funds when we receive them. The only change to the ordinance this year is that payment is to be made at the time the building permit is issued rather than at occupancy. Davis has the authority to accept a developer's agreement as long as it is in line with the ordinance otherwise he needs to take it to the Board. Roll was called and the motion passed.

#### 11.0 Physical Facilities

11.1 Lighting project update: A PowerPoint presentation was viewed featuring schematic drawings, product cut sheets, the general timeline and phasing plan. Discussion took place regarding cost and labor and the different fixtures to be installed. Davis also recommended that an owner's representative be hired to help with project oversight and the Trustees agreed. As with all projects, it will be disruptive and take a long time, but all efforts will be made to keep the Library open during the majority of the work.

#### 12.0 Personnel

Recently hired a new Technology Librarian who will start July 15.

#### 13.0 Board President Report

President Hoenig welcomed all the new Trustees.

#### 14.0 Director's Report

- With the addition of new copiers, it is hoped that more documents can be made available to the Board electronically.
- Davis received an e-mail from state Senator McConchie contacting units of government in his district asking for any "shovel-ready" projects to as a result of the expected influx of funds from the new state capital bill.

- Lynda.com tutorial database was bought by LinkedIn, which is now requiring users to create a LinkedIn profile in order to access the product. The library world is abuzz over this, feeling it compromises patron privacy. Waiting for a response from Lynda.com to the pressure from upset libraries. Some are dropping the product, some are posting disclaimers.
- FPLD hosted a day-long professionally facilitated retreat for the CCS (Computer Cooperative Services) Governing Board to discuss its governance structure and see if alternate models might be more efficient.
- Reminder was given to the newly elected Trustees to take the online Opens Meetings Act certification.
- An update was given on the etched glass mirror proposed to replace the old memorial tiles. Due to the large quantity of names, the proposal now includes two mirrors, one with names and one across from it with an etching of the library building.

#### 15.0 Adjournment

Trustee Mallquist made a motion to adjourn at 9:46p.m., seconded by Trustee Wood. The motion passed.

Approved 07/18/19

/s/Brenda Pathmann, Secretary