

Fremont Public Library District  
Regular Monthly Board Meeting  
August 16, 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 6:30 p.m. on Thursday August 16, 2018.

2.0 Roll Call

Trustees Present: Steve Hoenig, Carol Mallquist, Jenny Ross, Terri Voss (departed at 7:30 p.m.) and Marla Wolf (arrived at 6:43 p.m.)

Trustees Absent: Tony Vasquez, and Terry Wood

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

3.0 Approve Agenda

Trustee Hoenig made a motion to approve the agenda for the Fremont Public Library monthly Board meeting dated August 16, 2018 seconded by Trustee Voss. The motion passed by voice vote.

4.0 Concerns of the Public – No public

5.0 Correspondence

1. Lake County Clerk's Office sent a reminder that the filing deadline for the levy is Friday December 21, 2018.
2. Director Davis has been invited to an event sponsored by the Round Lake Area Chamber of Commerce to discuss joint shared service initiatives on August 28. It will be presented by the Northern Illinois Center of Governmental Studies.
3. Notification from Illinois Department of Labor stating that the Prevailing Wages have been updated and posted online.
4. Received State of Illinois Per Capita Grant funding for 2018.

6.0 Secretary's Report

6.1 Trustee Ross made a motion to approve minutes of regular monthly Board meeting of July 19, 2018, seconded by Trustee Voss. Clerical errors noted. The motion passed by voice vote.

6.2 Trustee Ross made a motion to approve minutes of the Facilities Committee meeting July 18, 2018, seconded by Trustee Voss. The motion passed by voice vote.

7.0 Finance / Treasurer's Report

7.1 Trustee Hoenig presented the Finance Report for July 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 August 2018 and to authorize the payment of bills and salaries, and to make transfers, seconded by Trustee Wolf. Roll was called and the motion passed. Yes: Hoenig, Ross, Voss, and Mallquist.

Absent for roll call: Wolf

7.3 The Budget & Appropriation Ordinance is the legal document that is used to authorize spending in budgeted areas. The B&A Hearing will be Tuesday September 20 at 6:15 p.m.

8.0 Policy / Planning

Director Davis has his first ILA Public Policy and Planning Committee meeting next week. It was suggested that there may be bills presented in Springfield regarding credit card use as a result of issues taking place in the County government. Davis pointed out that credit cards are increasingly used for online purchases and that should be considered in drafting a policy for the library.

9.0 Personnel

A new Youth Services librarian has been hired and will be starting in two weeks. There are a couple of part time positions open in Youth Services and Circulation.

10.0 Physical Facilities

10.1 The corrective repairs to the parking lot were done on August 1. A swale was created by the contractor to correct a high spot where water was accumulating. This was not the corrective fix Director Davis was expecting.

Davis is now waiting for the engineering report to see if the work was done in an acceptable manner or if we need to push for further remediation.

A drawing of the memorial tiles etched in glass was presented and favored by the Board. It will be installed in the lobby of the library. A rededication date was discussed. The actual tiles are available for patrons to claim upon request.

#### 11.0 Board Presidents Report

11.1 Trustee Hoenig made a motion to approve the IPLAR (Illinois Public Library Annual Report) seconded by Trustee Voss. The overall circulation numbers have increased with electronic materials usage taking over physical item checkouts. The motion was passed by voice vote.

Adopt-A-Highway has been scheduled for October 6, at 8:00 a.m.

The Library is looking at trading in their utility vehicle and purchasing a more versatile vehicle, primarily to assist with clearing snow.

Trustee Wolf reported on the Friends/Foundation monthly financials and the success of the most recent book sale.

#### 12.0 Library Director's Report

3-D printing of guns has been a big topic in the news recently. Sophisticated equipment is needed to produce weapons of this type which the library doesn't own. Our policy states that we will not print anything that is prohibited by law. In addition, patrons must have their project approved by the Library first and the printing is then done by staff.

This is an election year for the Board of Trustees. Davis and Ingram will go to the Election Authority training on September 14, and packets will be available on September 18 for people interested in running for office. Filing deadline is in December. Since the new board members cannot be sworn in until May 20, the Director pointed out that when this has occurred in the past the outgoing Board members stay on until their successors are sworn in.

Among the 2019 Per Capita Grant requirements is for library staff to review and report on Chapter 8, "Public Services: References and Readers Advisory Services of the "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014. Trustees are to review chapters 6-10 "Trustee Facts File" then discuss. All will complete at least one free online education opportunity on meeting the needs of patrons with challenges or disabilities. Also, to familiarize themselves of services provided by the Illinois Veterans History Project.

Senate Bill 2638 amended the Governmental Account Audit Act. Governmental entities can continue to use accrual, cash or modified cash basis of accounting.

#### 13.0 Adjournment

Trustee Hoenig made a motion to adjourn at 8:28 p.m. seconded by Trustee Wolf. The motion passed.

Approved 09/20/18

/s/Jenny B. Ross, Secretary