

Fremont Public Library District  
Regular Monthly Board Meeting  
September 15, 2016

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 September 15, 2016.

2.0 Roll Call

Trustees Present: Sarah Armstrong, Steve Hoenig, Carol Mallquist, Tim McCue (departed 6:55 p.m.), Marla Wolf, and Jenny Ross

Trustees Absent: Ken Erickson

Also Present: Scott Davis, Director; and Susan Kruse, Recording Secretary

3.0 Approve Agenda

Trustee McCue made a motion to approve the agenda for the Fremont Public Library monthly board meeting dated September 15, 2016 seconded by Trustee Mallquist. The motion passed by voice vote.

4.0 Concerns of the Public – No Public

5.0 Correspondence – No Report

6.0 Secretary's Report

6.1 Trustee Hoenig made a motion to approve minutes of regular monthly Board meeting of August 18, 2016 seconded by Trustee Armstrong. The motion passed by voice vote.

7.0 Finance/Treasurer's Report

7.1 Trustee Mallquist presented the Finance Report for August 2016 for review. Trustee McCue commented that Fines/Lost & Damaged budget line is already at 38 percent. In August, a transfer of \$9,500 was made from ProPay, our Internet credit card payment account, to our IL Funds Investor account, which accounts for the large increase in revenue.

7.2 Trustee Mallquist made a motion to approve Lists of Checks for September 2016 and to authorize the payment of bills and salaries, and to make transfers, seconded by Trustee McCue. Roll was called and the motion passed.

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

Absent: Erickson

7.3 Trustee Mallquist made a motion to adopt Ordinance No. FY 2016-17-101, Combined Annual Budget & Appropriations Ordinance, seconded Trustee McCue. Director Davis commented on the cost of the parking lot repairs. If repairs come in over the amount listed in the working budget it would still be under the B&A appropriated amount. Roll was called and the motion passed.

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

Absent: Erickson

7.4 The annual Statement of Cash Receipts and Disbursements lists every vendor payment over \$2,500 including employee wages. The published document is available for viewing at the library upon request.

8.0 Policy/Planning – No Report

9.0 Personnel – PR Coordinator Jan Oblinger has submitted her intent to retire in March 2017.

10.0 Facilities

10.1 Parking lot repairs update: The Pacer test analysis report showed the parking lot to be over 50% in poor, very poor or failed condition with about 47% in fair condition. The next step is getting boring samples, analyzing them, and then talking to the engineers to find out the full extent of the repair work needed. An RFP bid package will be put together after the first of the year.

10.2 Bollard lights update: Sample lights were finally shipped from vendor that should fit on existing cement pads.

Also, sump pump failure occurred over the weekend. A temporary pump is being used until it can be replaced.

10.3 Discussion took place regarding Debt Service Extension Base. The debt service extension base was established when tax cap went into effect in Illinois allowing bonds to rollover without having to go back to referendum. After investigation Director Davis discovered that library districts are not covered under this act.

#### 11.0 Board President's Report

11.1 Discussion took place as to whether the October Board meeting should be changed back from Wednesday to Thursday. The meeting will remain as is and the motion was tabled.

ILA (Illinois Library Association) is hosting Library Trustee Forum workshop on "Intellectual Freedom" February 18, 2017.

Ela Area Public Library is hosting Trustee training with Nancy Sylvester on September 17 on "Roberts Rules of Order".

#### 12.0 Library Director's Report

12.1 The Library will be receiving a developer donation check from the new Fairhaven Crossings apartment development in the amount of \$16,120.

Director Davis submitted TIF reimbursement letter to the Village of Mundelein. There is a new building within the district this year resulting in an increase in the amount being requested.

12.2 After discussion Director Davis recommends that the Board table the motion to approve the Mundelein TIF Intergovernmental Agreement pending further discussion with other units of government; the Board agreed.

CCS Update: The executive committee received 21 applications for the Executive Director position, narrowing it down to six finalists. These candidates will be interviewed via Skype, resulting in three finalists. The final interviews will be held on October 11 with the hopes of making a job offer that day.

CCS will also be putting out an RFP in October to solicit bids for a new Integrated Library System (ILS).

Discussion took place regarding how CCS libraries fill "holds" for patrons. After a 6 month trial period, it was decided that holds will continue to be filled by the first available copy at any CCS library. The trial revealed that hold times have dropped by an average of three days using this method.

The advisory referendum reported on last month in Grayslake will not be on the ballot in November.

Davis attended the election training for local officials. Next week, Tuesday September 20, is the first day to circulate nomination papers for Board of Trustee elections in April. Filing dates are December 12-19.

#### 13.0 Adjournment

Trustee Armstrong made a motion to adjourn at 7:33 p.m. seconded by Trustee Hoenig. The motion passed.

Approved 10/19/2016

/s/Steve Hoenig, Secretary