

Fremont Public Library District  
Regular Monthly Board Meeting  
October 19, 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 Wednesday October 19, 2016.

2.0 Roll Call

Trustees Present: Sarah Armstrong, Steve Hoenig, Carol Mallquist, Tim McCue, Marla Wolf, and Jenny Ross

Trustees Absent: Ken Erickson

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

3.0 Approve Agenda

Trustee Mallquist made a motion to approve the agenda for the Fremont Public Library monthly Board meeting dated October 19, 2016 seconded by Trustee Armstrong. 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 Budget and Appropriation Hearing of September 15, 2016 seconded by Trustee Wolf. The motion passed by voice vote.

6.2 Trustee Hoenig made a motion to approve minutes of regular monthly Board meeting of September 15, 2016 seconded by Trustee Mallquist. The motion passed by voice vote.

7.0 Finance/Treasurer's Report

7.1 Trustee Mallquist presented the Finance Report for September 2016 for review and it will be placed on file for audit.

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

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

Absent: Erickson

7.3 Trustee Mallquist made a motion to approve annual financial audit for FY 2015-16, seconded by Trustee Hoenig. Director Davis reported that the audit went well. Some Discussion took place regarding an ongoing material weakness due to our CPA not being GASB (Governmental

Accounting Standards Board) compliant. This material weakness has not negatively affected the library. Yes: Mallquist, Hoenig, Armstrong, McCue, Wolf, and Ross

Absent: Erickson

7.4 Trustee Mallquist made a motion to adopt Resolution No. FY 2016-17-101, A Resolution Adopting The Estimate Of The Tax Levy For The Fremont Public Library District For The Fiscal Year 2017-18, seconded by Trustee Ross. Director Davis explained on how the tax levy is calculated. He has estimated a tax levy increase of 1.85 percent for the operating fund. The bond levy came in under what it was last year. The last payment for the bonds will be February 2018. Roll was called and the motion passed.

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

Absent: Erickson

## 8.0 Policy/Planning

8.1 The Strategic Plan review was tabled until November to allow for more time for discussion.

## 9.0 Personnel

9.1 Because of the FLSA (Fair Labor Standards Act) changes library Director Davis proposed reclassification of job description in exempt/non-exempt status. Also, discussed was the possibility of changing the 40 hours work week to 37.5 hour, which is typical for most libraries. Librarians who are currently salaried would be converted to an hourly wage with adjustments to their pay to reflect the new 37.5 workweek. All full-time hourly employees currently would have a wage adjustment to compensate for the loss of 130 hours annually. The change in hours would not impact part-time employees. Director Davis will further investigate this potential change.

9.2 The job description for Public Relations Coordinator has been revised. Qualifications for this full-time position include a communications degree or certificate with modern marketing skills. The Graphic Artist job description will also be redefined. Future job descriptions will have physical requirements appropriate for each job.

Harriet Studham in Circulation has submitted her intent of resignation as of the end of the year.

9.3 Director Davis is progressing with his quarterly goals for the library. He is also working with the local records authority on recordkeeping requirements mandated by the state.

## 10.0 Facilities

10.1 Parking lot update: There was a two-week delay in getting the boring samples and analysis due to the inability of ComEd to locate the power lines.

10.2 New bollard lights were purchased. One half of the order will be shipped on October 24 and the remaining lights on a second shipment October 31.

The gutter at the receiving/employee entrance was damaged when a Federal Express driver backed up, hit the gutter and opened a big gash. An insurance claim has been submitted.

The carpet on the first floor was professionally cleaned with very good results. Director Davis will budget next year for professional level cleaning of the carpet.

An electrical engineer was consulted with to investigate the ongoing issues with the lighting in the building's public areas.

#### 11.0 Board President's Report

11.1 Trustee Mallquist made a motion to approve Mundelein TIF Intergovernmental Agreement, seconded by Trustee Wolf. The motion passed by voice vote.

#### 12.0 Library Director's Report

12.1 The 2017 Per Capita Grant requires Trustees to read and review Chapter 6 of Serving Our Public; Standards for Illinois Public Libraries. The grant also requires a narrative on how the library provides the community with educational and training opportunities.

12.2 Health insurance renewal rate meeting is October 27. Director Davis is unsure of what plans the Library will be offering, but the expected increase in the HMO plan will make it difficult to continue to be offered. Open enrollment starts on November 15, prior to the next Board meeting.

Inland Bank has adjusted our interest rate on our Money Market account to keep in line with Illinois Funds.

#### 13.0 Adjournment

Trustee McCue made a motion to adjourn at 8:12 p.m. seconded by Trustee Armstrong. The motion passed.

Approved 11/17/2016

/s/Steve Hoenig, Secretary

FPLD Board of Library Trustees