

Fremont Public Library District
Regular Monthly Board Meeting
November 17, 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 6:34 p.m. on Thursday November 17, 2016.

2.0 Roll Call

Trustees Present: Sarah Armstrong, Steve Hoenig, Carol Mallquist, Tim McCue, Jenny Ross, and Ken Erickson

Trustees Absent: Marla Wolf

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

3.0 Approve Agenda

Trustee Mallquist made a motion to approve the agenda for the Fremont Public Library monthly Board meeting dated November 17, 2016, seconded by Trustee Armstrong. The motion passed by voice vote.

4.0 Concerns of the Public – No Public

5.0 Correspondence

Director Davis received two patron comments. One expressing that Early Voting was disruptive to normal library operations, another exclaiming how much she loves the library.

6.0 Secretary's Report

6.1 Trustee Hoenig made a motion to approve minutes of regular monthly Board meeting of October 19, 2016, seconded by Trustee Erickson. Punctuation errors were noted. The motion passed by voice vote.

7.0 Finance/Treasurer's Report

7.1 Trustee Mallquist presented the Finance Report for October 2016 for review and it will be placed on file for audit. Trustee McCue commented on the fund balances particularly the Special Reserve fund, which has grown over the last 10 years to fund necessary facility upgrades and replacements.

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

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

Absent: Wolf

7.3 Trustee Mallquist made a motion to adopt Ordinance No. FY2016-17-102, An Ordinance Determining an Additional Tax of .02% for Building Equipment and Maintenance for FY 2017-18, seconded by Trustee Hoenig. Director Davis reminded the Board that in order to keep this ordinance active it needs to be filed once every three years. Roll was called and the motion passed.

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

Absent: Wolf

7.4 Trustee Mallquist made a motion to adopt Resolution No. FY2016-17-103, An Ordinance Levying Taxes For Library Purposes for FY 2017-18, seconded by Trustee Hoenig. Library Director Davis stated the estimate of levy approved at the previous Board meeting would be used. It is estimated that the result will be a 1.5% increase over last year. Roll was called and the motion passed.

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

Absent: Wolf

8.0 Policy/Planning

8.1 The Strategic Plan spreadsheet was reviewed regarding what's been accomplished, in progress, removed and/or delayed. Other initiatives have been added to original goals. Discussion took place regarding the patron usage of the Library's 16 telescopes and the 3D printer. Also, electronic product "HOOPLA" which provides movies, television shows, and videos has tripled in patron usage since its launch. Some Per Capita grant funds will be used to aid in meeting the increased demand.

9.0 Personnel

9.1 Changes to the FLSA (Fair Labor Standard Act) are effective 12/01/2016. Librarian I and II currently salaried will be converted to hourly wage, non-exempt status. Director Davis spoke with impacted employees. The library is implementing the change on 11/20/2016 to coincide with the payroll schedule. Discussion took place regarding updates to the Compensation Administration Policy. Director Davis also recommends revising policy on *Hours, Schedules & Employment Conditions* to pay employees for "unscheduled closings" for up to five days instead of three.

9.2 Trustee Hoenig made a motion to approve changes to policies *Compensation Administration and Hours, Schedules & Employment Conditions*, seconded by Trustee McCue. The motion passed by voice vote.

9.3 Health Insurance Open enrollment 2017 - The HMO increased by 20%; due to premium costs it will no longer be a viable option. The PPO HD and PPO HSA increased by 5% and will continue to be offered to employees.

10.0 Facilities

10.1 Parking lot repair update: Director Davis received report from the boring samples taken from parking lot. The report suggests milling down the majority of the parking lot with only a few areas needing full remediation. Once the engineer and architect review the report, we will better know the extent of repairs needed. The timetable for the repairs is tentatively scheduled for late July -mid-September 2017.

10.2 The new bollard lights have been installed along the front walkway of the library.

10.3 A problem with the air handler's variable frequency drive caused it to shut down and trip a fire alarm sensor that summoned the fire department. The drive has since been replaced.

11.0 Board President's Report – No Report

12.0 Library Director's Report

12.1 Davis, Ingram and Trustees reviewed Chapter 6, "Access," of Serving Our Public 3.0: Standards for Illinois Public Libraries as part of Per Capita Grant requirement. Davis will provide a short narrative to State Library describing the library's progress toward meeting these standards. Discussion took place regarding how FPL makes resource sharing a top priority by providing educational opportunities through a variety of resources with the integration of new technologies such as Lynda.com and Brainfuse. The Per Capita Grant must be submitted by January 15.

The library hosted Early Voting and the 2016 General Election. The library averaged a 90% increase of visitors during this time. There was an inadequate number of election judges and designated space for huge voter turnout. Director Davis will discuss with the County Clerk making changes to election setup to avoid this situation in the future. On the positive side, 230 library cards were issued during this time.

Side notes: A feud between Lake County officials and some township assessors over the property-value process has led to a lawsuit. No word on what, if any, impact this could have on the Library.

An institutional membership for the Illinois Library Association and American Library Association was purchased for the Foundation and Trustees. Trustees can also get individual memberships.

Computer manufactures agreed to settle a class action suit for price fixing DRAM (dynamic random access memory) from 1998 – 2002 on computer equipment. Director Davis will file a claim on behalf of the library.

A Trustee Development Workshop is being held at the Oakbrook Marriot on Feb 18.

Federal Express has accepted responsibility for damage to gutter near the back entrance of the Library.

13.0 Adjournment

Trustee McCue made a motion to adjourn at 8:34 p.m. seconded by Trustee Erickson. The motion passed.

Approved 12/15/2016

/s/Steve Hoenig, Secretary

FPLD Board of Library Trustees