

Fremont Public Library District  
Regular Monthly Board Meeting  
December 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 6:34 p.m. on Thursday December 15, 2016.

2.0 Roll Call

Trustees Present: Steve Hoenig, Carol Mallquist, Tim McCue, Jenny Ross, Marla Wolf, and Ken Erickson

Trustees Absent: Sarah Armstrong

Also Present: Scott Davis, Director; Becky Ingram, Assistant 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 December 15, 2016, seconded by Trustee Hoenig. The motion passed by voice vote.

4.0 Concerns of the Public – No Public

5.0 Correspondence

Received an annual letter from the Daily Herald asking for notification of FY 2016.17 Board meetings.

Received a copy of newsletter the "VOICE" for Trustees.

A letter of appreciation was received from Lake County Clerk Carla Wyckoff for all our assistance with early voting and the 2016 General Election.

6.0 Secretary's Report

6.1 Trustee Hoenig made a motion to approve minutes of regular monthly Board meeting of November 17, 2016, seconded by Trustee Mallquist. The motion passed by voice vote.

6.2 Director Davis presented the minutes of all closed sessions for Board review.

Trustee McCue made a motion to open closed session minutes from the 6/9/16 and 6/16/16 Personnel Committee Meetings, seconded by Trustee Mallquist. The motion passed by voice vote.

Trustee McCue made a motion to authorize the destruction of the verbatim recordings of closed sessions for 4/2/15, 4/16/15, 5/13/15, 6/16/15 and 6/18/15, seconded by Trustee Hoenig. The motion passed by voice vote.

7.0 Finance/Treasurer's Report

7.1 Trustee Mallquist presented the Finance Report for November 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 December 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: Wolf, Ross, McCue, Hoenig, Erickson, and Mallquist

Absent: Armstrong

## 8.0 Policy/Planning

8.1 Trustee McCue made a motion to adopt Resolution No. FY2016-17-102, A Resolution Adopting a Travel Reimbursement Policy in Accordance with the Local Government Expense Control Act, seconded by Trustee Hoenig. This act will go into effect January 1, 2017. Roll was called and the motion passed.

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

Absent: Armstrong

8.2 Trustee McCue made a motion to approve revisions to and name change of Professional Development policy to Travel Expense Reimbursement policy, seconded by Trustee Hoenig. Discussion took place regarding the intent of the policy. Employee travel expense will now be based on GSA (General Services Administration) per diem rates. After discussion, policy was amended to state "GSA rate or comparable similar rates in available location". Trustee McCue also recommended that reimbursement of expenses for travel, meals, and lodging of any Trustee of the Library Board be listed on the agenda as a separate item for a roll-call vote at an open meeting of the Board. The motion passed by voice vote.

8.3 Trustee McCue made a motion to approve revisions to policies on Vacation Leave, Holidays and Personal Days, and Military Duty and Other Unpaid Leave as amended, seconded by Trustee Hoenig. The policies revisions mainly comprised of terminology updates for easier comprehension and breaking out the personal days from the vacation days. In addition, Illinois law requires employers with at least 50 employees provide employees who suffer the loss of a child with up to two weeks (10 workdays) of unpaid leave under the new Child Bereavement Leave Act. After discussion and minor changes the motion passed.

8.4 Trustee McCue made a motion to approve revisions to policies on Family Medical Leave Act and Victims Economic Security and Safety Act, seconded by Trustee Hoenig. Discussion took place regarding VESSA, FMLA, Sick Leave, and required employee forms. Some wording and punctuation changes were made to policies. The motion passed as corrected.

## 9.0 Personnel

9.1 An injunction was filed against the change in the Fair Labor Standards Act that was to go into effect Dec 1, 2016. The library already made payroll changes to abide by the new federal overtime rule by changing some exempt employees to non-exempt status. The library will stay the course until the appeals court makes a determination.

## 10.0 Facilities

Discussion took place regarding the parking lot. One of the issues to be addressed is drainage and icy conditions in the winter near front door entrance due to the northern exposure. Putting in a speed table in cross walk will

allow water to run downward right and left of crosswalk into drains alleviating standing precipitation. In addition, a heating element was discussed as a possible remediation in this area. The architects suggested using a French drain along the perimeter of the property to aid in the drainage of rain water. Most of the parking lot will be milled then resurfaced. Director Davis also suggested paving the island area where the flag post is to provide a safer means of crossing the parking lot. There will be four phases to this project, which will allow the Library to remain opening during construction. The project will start mid-July and should be completed in September dependent on the weather.

10.1 Trustee McCue made a motion to approve Resolution No. FY2016-17-103, A Resolution Authorizing the Approval of a Contract with DLA Architects for Parking Lot Reconstruction Project Pending Final Contract Negotiations, seconded by Trustee Hoenig. The motion passed by voice vote.

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

Absent: Armstrong

10.2 An electrical engineering firm was consulted to discuss ongoing lighting issues. Director Davis suggests that consideration be given to replace existing lighting in public areas with new energy efficient lamps. He also received a proposal for an analysis of the generator's capacity to see if more elements can be added to it.

11.0 Board President's Report

11.1 Trustee McCue made a motion to approve Per Capita Grant application, seconded by Trustee Mallquist. The motion passed by voice vote.

11.2 Trustee McCue made a motion to approve staff year-end bonus with the denominations similar to 2015, seconded by Trustee Hoenig. Roll was called and the motion passed.

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

Absent: Armstrong

12.0 Library Director's Report

Director Davis reported that he met with County Clerk Carla Wyckoff to discuss issues related to hosting early voting.

13.0 Adjournment

Trustee McCue made a motion to adjourn at 9:23 p.m. seconded by Trustee Erickson. The motion passed.

Approved 01/19/2017

Steve Hoenig, Secretary

FPLD Board of Library Trustees