

Fremont Public Library District
Regular Monthly Board Meeting
September 20, 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 September 20, 2018.

2.0 Roll Call

Trustees Present: Marla Wolf, Tony Vasquez, Carol Mallquist, Terri Voss, Jenny Ross, and Steve Hoenig

Trustees Absent: Terry Wood

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

3.0 Approve Agenda

Trustee Voss made a motion to approve the agenda for the Fremont Public Library monthly Board meeting dated September 20, 2018 seconded by Trustee Hoenig. The motion passed by voice vote.

4.0 Concerns of the Public – No public

5.0 Correspondence

1. Ehlers & Associates are closing their Chicago office

2. Ehlers & Associates – notification that the Fremont Public Library has fulfilled their Bond obligations

6.0 Secretary's Report

6.1 Trustee Ross made a motion to approve minutes of regular monthly Board meeting of August 16, 2018, seconded by Trustee Voss. Clerical errors noted. The motion passed by voice vote.

7.0 Finance / Treasurer's Report

7.1 Trustee Hoenig presented the Finance Report for August 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 September 2018 and to authorize the payment of bills and salaries, and to make transfers, seconded by Trustee Vasquez. Roll was called and the motion passed.

Yes: Hoenig, Ross, Voss, Wolf, Mallquist, and Vasquez

Absent: Wood

7.3 Trustee Hoenig presented the annual Statement of Cash Receipts and Disbursements – Treasurer's Certification for FY 2017-18. Davis explained the discrepancy in the dollar amount expended versus the June Finance Report end of month balance. All vendor payments over \$2,500 including employee wages are listed. The document is available for viewing at the library upon request.

7.4 Trustee Hoenig made a motion to approve Combined Budget & Appropriation Ordinance No. FY 2018-19-101, seconded by Trustee Wolf. Some discussion took place. Roll was called and the motion passed.

Yes: Mallquist, Voss, Wolf, Vasquez, Ross, and Hoenig

Absent: Wood

7.5 Trustee Hoenig made a motion to approve Resolution No. FY 2018-19-101, Estimate of Tax Levy for FY 2019-20, seconded by Trustee Voss. Director Davis explained how the tax levy is calculated. The preliminary figures show an increase in EAV of about 3.5% and an increase in operating revenue of about 2.92% for the operating fund. The motion passed by voice vote.

8.0 Policy / Planning

8.1 A minor change was made to the Electioneering Policy now that the Library is no longer an early voting site. Trustee Vasquez made a motion to approve the Revised Electioneering Policy, seconded by Trustee Wolf. The motion passed by voice vote.

8.2 Discussion took place regarding the Video Surveillance Policy which will be revised to include "Notice to Employees". This policy states that the purpose of the cameras is for safety, not to monitor staff.

An Illinois library law changed recently regarding the issuing of library cards to businesses that lease rather than own their property. A non-resident fee will not be charged to a nonresident who owns or leases commercial property that is taxed for library service. The library's Non Resident Library Card policy will be updated to reflect this change.

The filing requirements and qualifications to run as a Library Board of Trustee was discussed.

9.0 Personnel

All full time Librarian positions have been filled. Also, Youth Service and Adult Service departments will soon be fully staffed with a couple of new part-time positions being filled.

10.0 Physical Facilities

10.1 Parking lot update: As of September 14 the corrective work on the parking lot was finished. The final payment will be submitted for payment out once the architect has reviewed and approved the closeout documents.

Davis is perusing a financial incentive through the ComEd Efficiency Program to aid in the cost of re-lamping the interior of the library. The first step in qualifying for the incentive is to have an energy audit done by an electrical engineer. After the audit Davis will discuss findings with a representative from the Metropolitan Mayors Caucus, who will provide direction on how to obtain any energy incentives for which the library is eligible. Davis is also seeking information about the Live and Learn Construction Grants which assist public libraries with construction costs for their facilities.

11.0 Board Presidents Report

11.1 The Board reviewed and fulfilled a set of the 2019 Per Capita Grant requirements. Additional requirements will be discussed next month.

11.2 Adopt-A-Highway is scheduled for October 6 at 8:00 a.m.

Trustee Wolf reported on the Friends/Foundation monthly financials and the success of the most recent book sale. The Friends are also planning their annual luncheon.

12.0 Library Director's Report

Davis will be submitting the annual request for reimbursement from the Mundelein TIF Districts for the net increase in residents eligible to obtain library cards. This year's request is for \$37,939. The cumulative total reimbursements stand at over \$170,000.

A new train station building is being built at Prairie Crossings in Grayslake, within the library's district boundaries.

Davis reported that the publishing industry continues to treat libraries as competitors instead of customers. Publisher MacMillan announced it would be issuing a 4 month embargo on all e-books sales to libraries. Penguin

Random House will be changing their lending terms so that libraries will pay a lower price per title, but e-book will expire after two years requiring the library to re-purchase the same title.

13.0 Adjournment

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

Approved 10/18/2018

/s/Jenny B. Ross, Secretary