

**Fox River Valley Public Library District  
Board of Trustee Meeting  
June 20, 2023**

**MINUTES**

**Call to Order**

The meeting was called to order by President Kristina Weber at 7:03 PM.

All present rose to recite the Pledge of Allegiance.

**Roll Call**

Members present:	President	Kristina Weber
	Vice Pres	Maryann Dellamaria
	Secretary	Christine L. Evans
	Trustee	Tara Finn
	Trustee	Matthew Goyke (arrived 7:05 PM)
	Trustee	Paula Lauer
	Trustee	vacancy

Members absent: none

Others present: Executive Director Amy Dodson, Deputy Director Heather Zabski, Kirstin Finneran, Sumitra Potharazu, Jason Katsion, Karin Nelson, John Sabala, Brittany Berger, Sherry Kenney, Michael Lorenzetti, Keri Carroll, Jack Gallaway, Ian Lamp, Dan Wisniewski, Katie Dykstra, Karen Werle

**Public Comment**

There was no public comment.

**President's Report**

Review of Secretary's Records for the Illinois Public Library Annual Report (IPLAR)

The annual IPLAR report requires two trustees to review the Secretary's Records for the past fiscal year to ensure everything is in place and properly recorded. Weber appointed trustees Paula Lauer and Matt Goyke; both accepted their appointment.

**Director's Report**

Executive Director Dodson reported on meetings held to begin to address building issues at Dundee Library; information will be presented and discussion will occur later in the meeting.

Department Head Reports and Dashboard

There were no comments.

**Consent Agenda**

**Exhibit A.1** Items included in Consent Agenda

- A.1.a Minutes from the May 16, 2023 Board of Trustees Meeting
- A.1.b Minutes from the May 16, 2023 Decennial Committee Meeting
- A.1.c Check/Voucher Register for May 2023
- A.1.d Monthly Financial Report for May 2023
- A.1.e Revenue Summary – All Funds Combined – Budget v Actual Revenues
- A.1.f Revenue Summary – All Funds Combined by Period
- A.1.g Expenditure Summary – All Funds Combined – Budget v Actual Expenses
- A.1.h Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location

- A.1.i Expenditure Summary – All Funds Combined by Period
- A.1.j Balance Sheet for May 2023
- A.1.k Ehlers Investment Inventory for May 2023

Weber inquired if there were any items Trustees would like removed for further discussion. Hearing none, she called for a motion to *APPROVE CONSENT AGENDA ITEMS A.1.A THROUGH A.1.K AS PRESENTED*. Moved by Dellamaria and seconded by Finn, Weber called for a roll call vote.

Roll call vote: Goyke, Dellamaria, Lauer, Finn, Evans, Weber – aye. 6 ayes, 0 nays, 0 absent, 1 vacant. Motion carried.

### **Unfinished Business**

#### **Exhibit B.1 Working Budget FY2324**

Weber called for a motion to *APPROVE THE WORKING BUDGET FOR FISCAL YEAR 2023 – 2024*. Moved by Finn and seconded by Goyke, item opened for discussion. Deputy Director Zabski noted an adjustment was made to reflect updated estimates on capital projects to reflect lower cost. There was no further discussion; Weber called for a roll call vote.

Roll call vote: Goyke, Dellamaria, Lauer, Finn, Evans, Weber – aye. 6 ayes, 0 nays, 0 absent, 1 vacant. Motion carried.

#### **Exhibit B.2 Strategic Plan Consultant – ReThinking Libraries Contract**

Weber called for a motion to *AUTHORIZE THE DIRECTOR TO ENTER INTO A CONTRACT WITH RETHINKING LIBRARIES FOR CONSULTING SERVICES FOR THE LIBRARY DISTRICT'S STRATEGIC PLAN IN AN AMOUNT TO BE DETERMINED; NOT TO EXCEED \$30,000*. Moved by Goyke and seconded by Finn, item opened for discussion. Dodson noted the breadth of services offered by ReThinking Libraries. As the library determines its approach to strategic planning discussion on cost will ensue. Trustee Lauer noted the importance of contracting for a document that fully addresses the library's direction and plans for achieving it. There was no further discussion, Weber called for a roll call vote.

Roll call vote: Goyke, Dellamaria, Lauer, Finn, Evans, Weber – aye. 6 ayes, 0 nays, 0 absent, 1 vacant. Motion carried.

#### **Exhibit B.3 Future Planning Update - Discussion**

Deputy Director Zabski reported on data she and other managers collected in order to determine whether book lockers would be an asset throughout the community. With limited usage, even at main locations, lockers did not appear viable at this time. Ian Lamp of Lamp, Inc. updated the board on approximate costs for capital projects at Dundee Library, and on potential expansion.

### **New Business**

#### **Exhibit C.1 Ordinance 2023-05 Board Meeting Dates for Fiscal Year 2023 – 2024**

Weber called for a motion to *ADOPT ORDINANCE 2023-05 BOARD MEETING DATES FOR FISCAL YEAR 2023-2024*. Moved by Finn and seconded by Dellamaria, item opened for discussion. Weber noted there would be no meeting in July and the November meeting will occur in the second week. There being no further discussion, she called for a roll call vote.

Roll call vote: Goyke, Dellamaria, Lauer, Finn, Evans, Weber – aye. 6 ayes, 0 nays, 0 absent, 1 vacant. Motion carried.

#### **Exhibit C.2 North Suburban Digital Consortium – OverDrive eBook Renewal**

Weber called for a motion to *AUTHORIZE THE DIRECTOR TO RENEW THE CONTRACT WITH THE NORTH*

*SUBURBAN DIGITAL CONSORTIUM, FOR ANNUAL COLLECTION ASSESSMENT TO PURCHASE DIGITAL CONTENT AND HOSTING, AT A COST NOT TO EXCEED \$25,000.* Moved by Finn and seconded by Dellamaria, item opened for discussion. NSDC is a cost-sharing consortium that allows libraries to provide a wide array of digital titles. There was no further discussion; Weber called for a roll call vote.

Roll call vote: Goyke, Dellamaria, Lauer, Finn, Evans, Weber – aye. 6 ayes, 0 nays, 0 absent, 1 vacant. Motion carried.

**Exhibit C.3 Electronic Resource – LinkedIn Learning Contract**

Weber called for a motion to *AUTHORIZE THE DIRECTOR TO CONTRACT WITH LINKEDIN FOR LINKEDIN LEARNING, AN ELECTRONIC RESOURCE FOR ONLINE LEARNING AT A COST NOT TO EXCEED \$13,125.* Moved by Finn and seconded by Goyke, item opened for discussion. LinkedIn Learning offers high quality, video-based content to increase current knowledge base or learn new skills. An increase in this resource’s visibility is planned to reduce cost. There was no further discussion; Weber called for a roll call vote.

Roll call vote: Goyke, Dellamaria, Lauer, Finn, Evans, Weber – aye. 6 ayes, 0 nays, 0 absent, 1 vacant. Motion carried.

**Exhibit C.4 Janitorial Service – Multisystems Management Company Contract**

Weber called for a motion to *AUTHORIZE THE DIRECTOR TO ENTER INTO A ONE YEAR CONTRACT WITH MULTISYSTEMS MANAGEMENT COMPANY FOR JANITORIAL SERVICES FOR DUNDEE AND RANDALL OAKS LIBRARIES IN AN AMOUNT NOT TO EXCEED \$41,760.* Moved by Finn and seconded by Goyke; item opened for discussion. Dodson explained the library sought proposals for janitorial service. References were checked for the lowest qualified bidders, and Multisystems Management Company was recommended to the board. Weber then called for a roll call vote.

Roll call vote: Goyke, Dellamaria, Lauer, Finn, Evans, Weber – aye. 6 ayes, 0 nays, 0 absent, 1 vacant. Motion carried.

**Exhibit C.5 Website Transition Services – LibraryMarket**

Weber called for a motion to *AUTHORIZE THE DIRECTOR TO PURCHASE WEBSITE TRANSITION SERVICES FROM LIBRARYMARKET IN AN AMOUNT NOT TO EXCEED \$15,000.* Moved by Finn and seconded by Dellamaria, item opened for discussion. The present system that supports the FRVPLD website will soon become obsolete. Moving to the current content management system is necessary. Proposals were sought and the current provider, LibraryMarket was selected for its support in quickly solving any issue, and lowest cost. Weber called for a roll call vote.

Roll call vote: Goyke, Dellamaria, Lauer, Finn, Evans, Weber – aye. 6 ayes, 0 nays, 0 absent, 1 vacant. Motion carried.

**Exhibit C.6 Library Sign Landscape Project – Invoice Approval**

Weber called for a motion to *AUTHORIZE THE DIRECTOR TO APPROVE THE INVOICE FOR LANDSCAPE IMPROVEMENTS AROUND THE NEW LIBRARY SIGN.* Moved by Lauer and seconded by Dellamaria, item opened for discussion. Dodson explained the invoice in the amount of \$10,312.00 exceeded her authority to spend. Landscape expenses were anticipated once the library sign was replaced; Weber called for a roll call vote.

Roll call vote: Goyke, Dellamaria, Lauer, Finn, Evans, Weber – aye. 6 ayes, 0 nays, 0 absent, 1 vacant. Motion carried.

**Adjourn to Executive Session**

Weber called for a motion to *ADJOURN TO EXECUTIVE SESSION IN ACCORDANCE WITH 5 ILCS 120//2(C)(1) THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY*. There would be no business conducted upon return to open session. Moved by Finn and seconded by Goyke, Weber called for a roll call vote.

Roll call vote: Goyke, Dellamaria, Lauer, Finn, Evans, Weber – aye. 6 ayes, 0 nays, 0 absent, 1 vacant. Motion carried. Open session adjourned at 8:02 PM.

**Return to Open Session**

Weber called the meeting to order at 8:24 PM.

**Roll Call**

Members present:	President	Kristina Weber
	Vice Pres	Maria Dellamaria
	Secretary	Christine L. Evans
	Trustee	Tara Finn
	Trustee	Matthew Goyke
	Trustee	Paula Lauer
	Trustee	vacancy

Members absent: none

Others present: none

**Adjournment**

Weber inquired if there were any topics the Board would like to address in the future; trustees determined a start date for phase 1 and 2 of the Strategic Plan is necessary. There being no further business to discuss, Weber called for a motion to *ADJOURN*. Moved by Finn and seconded by Dellamaria, meeting adjourned at 8:26 PM by unanimous voice vote.

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Christine L. Evans, Secretary