

This meeting of the Fox River Valley Public Library District Board of Trustees will be held without a quorum of Trustees physically present as the library building was closed due to dangerous wind chill temperatures.

### **PUBLIC NOTICE**

Due to dangerous wind chill temperatures on **January 16, 2024**, the Board President has concluded it would not be prudent to open the library building and conduct an in-person meeting. Anyone interested in attending may do so at this link <https://us06web.zoom.us/j/83761118908>. If anyone would like a comment read in the Public Comment portion of the meeting they may do so by leaving a message for Dundee staff at 847-428-3661 no later than 5:00 pm on Tuesday, January 16, 2024.

### **Fox River Valley Public Library District Board of Trustees Meeting January 16, 2024**

### **MINUTES**

The meeting was called to order by President Kristina Weber at 7:03 PM. Weber noted the meeting was held without a quorum of trustees physically present due to closure of the library building because of dangerous wind chill temperatures. She then polled all trustees to ensure they can see and be heard. All present rose to recite the Pledge of Allegiance.

#### **Roll Call**

Members present:	President	Kristina Weber
	Vice Pres	Maryann Dellamaria
	Treasurer	Tara Finn
	Secretary	Christine Evans
	Trustee	Matt Goyke (arrived 7:19 PM)
	Trustee	Paula Lauer
	Trustee	Dan Wisniewski

Members absent: none

Others present: Executive Director Amy Dodson, Deputy Director Heather Zabski, Sam Bunte, Heather Ji, Keri Carroll, Karin Nelson, Michael Lorenzetti, Sumitra Potharazu, John Sabala, Brittany Berger, Tami Olszewski

#### **Public Comment**

There were no comments.

#### **President's Report**

There was no report.

#### **Director's Report**

##### Ehlers Investment Portfolio Review

Tami Olszewski, of Ehlers, Inc. presented an overview of the current and projected status of library investments in the coming year. She reviewed the ways in which Ehlers monitors the account to ensure maximum return on investment and compliance with Federal guidelines.

##### Strategic Plan Update

Deputy Director Zabski reviewed the progress made in reaching the goals of the expiring Strategic Plan. Trustees commented on the volume of work and scope of the plan.

##### Department Reports and Dashboard

There will be a Facilities report included in future Department Reports.

## Consent Agenda

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

- A.1.a Minutes from the November 14, 2023 Truth in Taxation Hearing
- A.1.b Minutes from the November 14, 2023 Board of Trustees Meeting
- A.1.c Minutes from the December 2, 2023 Strategic Planning Retreat
- A.1.d Check/Voucher Register for November 2023
- A.1.e Check/Voucher Register for December 2023
- A.1.f Monthly Financial Report for November 2023
- A.1.g Monthly Financial Report for December 2023
- A.1.h Revenue Summary – All Funds Combined – Budget v Actual Revenues for November 2023
- A.1.i Revenue Summary – All Funds Combined – Budget v Actual Revenues for December 2023
- A.1.j Revenue Summary – All Funds Combined by Period for November and December 2023
- A.1.k Expenditure Summary – All Funds Combined – Budget v Actual Expenses for November 2023
- A.1.l Expenditure Summary – All Funds Combined – Budget v Actual Expenses for December 2023
- A.1.m Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for November 2023
- A.1.n Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location for December 2023
- A.1.o Expenditure Summary – All Funds Combined by Period for November and December 2023
- A.1.p Balance Sheet for November 2023
- A.1.q Balance Sheet for December 2023
- A.1.r Ehlers Investment Inventory for November and December 2023

Weber inquired whether there were any items trustees would like withheld prior to discussion. Hearing none, she called for a motion to *APPROVE CONSENT AGENDA ITEMS A.1.A THROUGH A.1.K AS PRESENTED*; moved by Finn and seconded by Goyke. There were no questions; Weber called for a roll call vote.

Roll Call Vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – aye. 7 ayes, 0 nays, 0 absent. Motion carried.

### Unfinished Business

There was no Unfinished Business.

### New Business

#### Exhibit C.1 Ordinance 2024-01 Nonresident Cards

Weber called for a motion to *ADOPT ORDINANCE 2024-01 NONRESIDENT CARDS AS PRESENTED*. Moved by Finn and seconded by Wisniewski, item opened for discussion. This ordinance is adopted annually as a requirement for state certification. There are no unserved areas adjacent to the District. There being no further discussion, Weber called for a roll call vote.

Roll Call Vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – aye. 7 ayes, 0 nays, 0 absent. Motion carried.

#### Exhibit C.2 Public Comment Bylaws Update

Weber called for a motion to *APPROVE THE PUBLIC COMMENT BYLAWS UPDATE AS PRESENTED*. Moved by Dellamaria and seconded by Finn, item opened for discussion. Executive Director Dodson explained citizenship is not a requirement to make a public comment, therefore the word “Citizens” has been changed to “Meeting Attendees”. There was no further discussion; Weber called for a roll call vote.

Roll Call Vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – aye. 7 ayes, 0 nays, 0 absent. Motion carried.

**Exhibit C.3 Security Cameras Policy Update**

Weber called for a motion to *APPROVE THE SECURITY CAMERAS POLICY UPDATE AS PRESENTED*. Moved by Lauer and seconded by Wisniewski, item opened for discussion. Executive Director Dodson explained the existing policy lacked important detail, and the update has been approved by the library’s attorney. There was no further discussion, Weber called for a roll call vote.

Roll Call Vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – aye. 7 ayes, 0 nays, 0 absent. Motion carried.

**Exhibit C.4 Minimum Wage Requirement – Update Salary Scale**

Weber called for a motion to *APPROVE THE UPDATED SALARY SCALE AS PRESENTED*. Moved by Wisniewski and seconded by Finn, item opened for discussion. Dodson explained the update keeps the Library District on target to meet the statutory minimum wage requirement by January, 2025. There was no further discussion, Weber called for a roll call vote.

Roll Call Vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – aye. 7 ayes, 0 nays, 0 absent. Motion carried.

**Exhibit C.5 Landscape Maintenance Contract – Sebert Landscape Management**

Weber called for a motion to *AUTHORIZE THE DIRECTOR TO ENTER INTO A THREE YEAR CONTRACT FOR BASIC LAWN MAINTENANCE WITH SEBERT LANDSCAPE MANAGEMENT AT A THREE YEAR COST NOT TO EXCEED \$14,016.00*. Moved by Finn and seconded by Wisniewski, item opened for discussion. Facilities Manager Michael Lorenzetti presented proposals for basic lawn maintenance; Sebert Landscape Management, the current provider, was the lowest bid. He explained other services, if any, would be billed on an ‘as-needed’ basis. There was no further discussion, Weber called for a roll call vote.

Roll Call Vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – aye. 7 ayes, 0 nays, 0 absent. Motion carried.

Weber inquired if there were any questions or comments regarding future agenda items; Director Dodson noted there was an error in the motion approving the consent agenda. Weber then called for a motion to *APPROVE ITEMS A.1.A THROUGH A.1.R ON THE CONSENT AGENDA AS PRESENTED*. Moved by Goyke and seconded by Wisniewski, item opened for discussion. There being none, Weber called for a roll call vote.

Roll Call Vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – aye. 7 ayes, 0 nays, 0 absent. Motion carried.

There being no further business, Weber called for a motion to *ADJOURN*. Moved by Wisniewski and seconded by Finn, she called for a roll call vote.

Roll Call Vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – aye. 7 ayes, 0 nays, 0 absent. Motion carried.

Meeting adjourned at 8:04 PM.