

**Fox River Valley Public Library District
Board of Trustees Meeting
June 18, 2024**

MINUTES

Call to Order

The meeting was called to order by President Kristina Weber at 7:00 PM. All present rose to recite the Pledge of Allegiance.

Roll Call Vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – 5 ayes, 0 nays, 1 absent. Motion carried.

Roll Call

Members present:	President	Kristina Weber
	Vice Pres	Maryann Dellamaria
	Secretary	Chris Evans
	Treasurer	Tara Finn
	Trustee	Matt Goyke
	Trustee	Paula Lauer

Members absent: Trustee Dan Wisniewski

Others present: Executive Director Amy Dodson, Deputy Director Heather Zabski, Brittany Berger, Keri Carroll, Heather Ji, Amanda Keen, Sherry Kenney, Michael Lorenzetti, Cody Lloyd, Karin Nelson, Sumitra Potharazu, John Sabala, Corinne Vargas

Public Comment

There was none.

President's Report

Review of Secretary's Records for IPLAR

The annual IPLAR report requires two trustees to review the Secretary's Records for the past fiscal year. Weber appointed trustees Paula Lauer and Dan Wisniewski.

Director's Report

Strategic Plan Marketing Update

PR & Outreach Manager Corinne Vargas presented an overview of the Strategic Plan roll out which begins with the new fiscal year on July 1. Vargas provided a preview of the overall theme for the launch including colors and graphics, along with a review of the home page and dedicated initiative page on the library's website, a press release which will be sent to 80 press contacts, the return of the director's letter and a separate article which will be prominently featured in the fall newsletter, a social media video and series of graphics, print bookmarks and interior signage for both the Dundee and Randall Oaks Libraries.

Department Reports and Dashboard

Executive Director Amy Dodson highlighted a continued increase in library usage from the community, including programs at RO and registrations for the Summer Reading Challenge, as last week's registration numbers alone equaled all of last year, assisted by a partnership with D300. Dodson met again with the strategic planning consultants from ReThinking Libraries to draft the first year's work plan which will be presented at the August board meeting. Weber and Trustee Evans noted community feedback about the choice to not offer the summer

lunches program, and Dodson noted the popularity of other local D300 sites and how it would be revisited next year due to staffing concerns. Evans also noted the success of the Kickoff Party and thanked staff for their efforts to plan and host the event for the community.

Consent Agenda

Exhibit A.1 Items to be included in Consent Agenda

- A.1.a Minutes from the May 21, 2024 Board of Trustees Meeting**
- A.1.b Check/Voucher Register for May 2024**
- A.1.c Monthly Financial Report for May 2024**
- A.1.d Revenue Summary – All Funds Combined – Budget v Actual Revenues**
- A.1.e Revenue Summary – All Funds Combined by Period**
- A.1.f Expenditure Summary – All Funds Combined – Budget v Actual Expenses**
- A.1.g Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location**
- A.1.h Expenditure Summary – All Funds Combined by Period**
- A.1.i Balance Sheet for May 2024**
- A.1.j Ehlers Investment Inventory for May 2024**

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.j AS PRESENTED*. Moved by Goyke and seconded by Dellamaria; Weber called for a roll call vote.

Roll Call Vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – 6 ayes, 0 nays, 1 absent. Motion carried.

Unfinished Business

Exhibit B.1 Working Budget FY2425

Weber called for a motion to APPROVE THE WORKING BUDGET FOR THE FISCAL YEAR 2024-2025. Moved by Goyke and seconded by Finn. Deputy Director Heather Zabski noted minor changes to the Working Budget from the prior board meeting which are listed on the coversheet. Goyke inquired about the movement of funds, and Zabski and Dodson noted that due to the board's selection of a less expensive janitorial contract at the prior board meeting, funds have been allocated to other areas. Weber called for a roll call vote.

Roll Call Vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – 6 ayes, 0 nays, 1 absent. Motion carried.

New Business

Exhibit C.1 Ordinance 2024-03 Board Meeting Dates FY2425

Weber called for a motion to ADOPT ORDINANCE 2024-03 BOARD MEETING DATES FOR FISCAL YEAR 2024-2025. Moved by Finn and seconded by Goyke. Weber noted that the board typically does not meet in either July or August, so the August meeting will be held one week prior to the usual meeting date to allow for the required B&A timeline. There being no further discussion, Weber called for a roll call vote.

Roll Call Vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – 6 ayes, 0 nays, 1 absent. Motion carried.

Exhibit C.2 Ordinance 2024-04 Transferring Funds to Special Reserve

Weber called for a motion to ADOPT ORDINANCE 2024-04 TRANSFERRING FUNDS IN THE AMOUNT OF \$250,000 FROM THE GENERAL FUND TO THE SPECIAL RESERVE FUND. Moved by Goyke and seconded by Finn. Dodson remarked that the library district's responsible financial practices, with special recognition of the work of Finance Manager Sumitra Potharazu and Deputy Director Heather Zabski, the library can carry out the largest

transfer of funds to the Special Reserve fund in recent years. Dodson noted that transferring funds to the Special Reserve fund has traditionally allowed the library to save for capital improvement projects. There being no further discussion, Weber called for a roll call vote.

Roll Call Vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – 6 ayes, 0 nays, 1 absent. Motion carried.

Exhibit C.3 Award Contract for Quarterly Newsletter Printing, Postage and Mailing

Weber called for a motion to AWARD A CONTRACT FOR QUARTERLY NEWSLETTER PRINTING, POSTAGE AND MAILING TO HAGG PRESS IN AN AMOUNT NOT TO EXCEED \$12,500 PER NEWSLETTER CYCLE. Moved by Finn and seconded by Goyke. PR & Outreach Manager Corinne Vargas presented a new format and size of the newsletter. Weber remarked about the decision to change formats, and Vargas and Dodson noted that the smaller size is intended to catch the attention of the public, which will improve marketing of library offerings. Vargas commented that other libraries continue to print in a larger size. Goyke noted that it was surprising to lock in the pricing of a three-year contract and Vargas noted that due to the change in postage rates in July, postage for the library’s non-profit status has not been included in these rates. Weber called for a roll call vote.

Roll Call Vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – 6 ayes, 0 nays, 1 absent. Motion carried.

Executive Session

Weber announced the Board would go into Executive Session and 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*. Moved by Goyke and seconded by Dellamaria, action is not expected upon return to open session. Weber called for a roll call vote.

Roll Call Vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – 6 ayes, 0 nays, 1 absent. Motion carried.

Meeting adjourned to Executive Session at 7:24 PM.

Return to Open Session

Weber called the regular meeting back to order at 8:26 PM.

Roll Call:

Members present:	President	Kristina Weber
	Vice Pres	Maryann Dellamaria
	Secretary	Chris Evans
	Treasurer	Tara Finn
	Trustee	Matt Goyke
	Trustee	Paula Lauer

Members absent: Trustee Dan Wisniewski

Others present: None

Adjournment

Weber inquired if there were any topics Trustees wished to address in the future. There being no further business, Weber called for a motion to *ADJOURN*. Moved by Goyke and seconded by Finn, Weber called for a roll call vote.

Roll Call Vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – 6 ayes, 0 nays, 1 absent. Motion carried.

Meeting adjourned at 8:27 PM.

Christine L. Evans, Secretary