

**Fox River Valley Public Library District
Board of Trustees Meeting
May 21, 2024**

MINUTES

Call to Order

The meeting was called to order by Vice President Maryann Dellamaria at 7:01 PM. All present rose to recite the Pledge of Allegiance.

Roll Call Vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – 5 ayes, 0 nays, 2 absent. Motion carried.

Roll Call

Members present:	Vice Pres	Maryann Dellamaria
	Secretary	Chris Evans
	Treasurer	Tara Finn
	Trustee	Paula Lauer
	Trustee	Dan Wisniewski

Members absent:	President	Kristina Weber
	Trustee	Matt Goyke

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

Public Comment

There was none.

President’s Report

Budget and Levy Calendar 2024-2025

Vice President Maryann Dellamaria remarked that the Budget and Levy Calendar is informational in nature and notes the timetable for board action in order to be compliant with statutes governing financial issues.

Director’s Report

Summer Reading Challenge Presentation

Randall Oaks Manager Brittany Berger presented an overview of this year’s Summer Reading Challenge, “Adventure Begins At Your Library”. The Challenge runs from June 1 to July 31, with early registration from May 1 to May 31. Inspired by past Winter Reading Challenges by combining activities and reading in a bingo card format, patrons may register for the Challenge on the Beanstack app or at any public service desk. A kickoff event will be held on June 3 with refreshments provided by Elder+Oat, entertainment by The Throwbacks and craft activity stations. A total of 570 patrons have already registered, with a significant increase in youth registrations due to a partnership with School District 300. The school district’s “Summer READ300” offers K-12 students additional prizes and certificates of completion to encourage participation in their public library’s summer reading program.

Department Reports and Dashboard

Executive Director Amy Dodson welcomed PR & Outreach Manager Corinne Vargas to the library team. Secretary Chris Evans complimented the recent increase in effective social media content and thanked Vargas for her work with Library Assistant Cari Poweziak. Dodson remarked that the past month has been filled with finalizing the strategic plan and drafting working budget, along with coordinating with Congressman Raja Krishnamoorthi's office for the grant presentation on June 17, and preparations for the plaque honoring Gemma Winger in the library's butterfly garden.

Consent Agenda

Exhibit A.1 Items to be included in Consent Agenda

- A.1.a Minutes from the April 16, 2024 Board of Trustees Meeting**
- A.1.b Check/Voucher Register for April 2024**
- A.1.c Monthly Financial Report for April 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 April 2024**
- A.1.j Ehlers Investment Inventory for April 2024**

Dellamaria 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 Wisniewski and seconded by Finn, Dellamaria called for a roll call vote.

Roll Call Vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – 5 ayes, 0 nays, 2 absent. Motion carried.

Unfinished Business – none

New Business

Exhibit C.1 Working Budget FY2425 – Discussion Only

Dodson remarked that the draft of the Working Budget will be presented and open for discussion. The final draft will be voted upon at the next meeting. Deputy Director Heather Zabski presented the drafted Working Budget, highlighting a focus on maintaining a balanced budget, while increasing staff development funds and dedicating funding to the Special Reserves for use in future capital improvement projects. Zabski recommended funding be allocated for a Capital Assessment by Engberg Anderson Architects and Trustee Lauer inquired about the anticipated costs. Dellamaria highlighted the grants as potential revenue and Dodson noted that grant funding is not included, as the upcoming grants will be used as reimbursement after building projects have been completed.

Exhibit C.2 Janitorial Service Contract

Dellamaria called for a motion to *AUTHORIZE THE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH MULTISYSTEM MANAGEMENT COMPANY FOR JANITORIAL SERVICES AT THE DUNDEE AND RANDALL OAKS LIBRARIES IN AN AMOUNT NOT TO EXCEED \$101,520.00*. Moved by Finn and seconded by Wisniewski. Dodson provided background that prior companies had not met expectations and recommended the current company. Facilities Manager Michael Lorenzetti recommended the lowest bid which came with positive references. Lauer, Evans, Wisniewski and Dellamaria discussed the level of public traffic, ability to cancel the contract and the difference between the bids for carpet cleaning. The trustees recommended an amended motion. Dellamaria called for a roll call vote.

Roll Call Vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – 0 ayes, 5 nays, 2 absent. Motion did not carry.

Dellamaria called for an amended motion to AUTHORIZE THE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH VEGA BUILDING MAINTENANCE FOR JANITORIAL SERVICES AT THE DUNDEE AND RANDALL OAKS LIBRARIES IN AN AMOUNT NOT TO EXCEED \$80,208.08. Moved by Wisniewski and seconded by Lauer. Dellamaria called for a roll call vote.

Roll Call Vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – 5 ayes, 0 nays, 2 absent. Motion carried.

Exhibit C.3 Resolution 2024-02 Recognizing LGBTQ Pride Month and Progress Flag

Dellamaria called for a motion to ADOPT RESOLUTION 2024-02 TO RECOGNIZE LGBTQ PRIDE MONTH AND FLY THE PROGRESS FLAG. Moved by Finn and seconded by Wisniewski. Dodson highlighted that the same practice as last year is presented, in which the progress pride flag will be flown below the American Flag starting June 1 through June 30. Evans inquired about the timing of the resolution and Dodson remarked that the resolution will be presented to the board annually. Dellamaria called for a roll call vote.

Roll Call Vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – 5 ayes, 0 nays, 2 absent. Motion carried.

Exhibit C.4 Mission, Vision and Value Statements and Strategic Plan FY2425

Dellamaria called for a motion to APPROVE THE UPDATED MISSION, VISION AND VALUE STATEMENTS AND THE 2024–2029 STRATEGIC PLAN FOCUS AREAS AND STRATEGIES. Moved by Wisniewski and seconded by Finn. Dodson presented updates to the library’s mission and values statements, and the addition of a new vision statement for the library. No changes were recommended to the library’s culture statement. Dodson conveyed that she hoped this strategic plan will help staff and the community move forward in new ways, focused on customer service, kindness and empathy, and Wisniewski noted Dodson’s passion was evident from her presentation.

Finn inquired about the next steps in the process and Dodson highlighted that the strategic planning consultants from ReThinking Libraries will be working with the management team to draft work plans for each of the five years on an annual basis. Finn also requested further information on how the community would be notified about the plan and Dodson referenced the work of PR & Outreach Manager Corinne Vargas as a critical part in making the plan tangible for the community. Evans noted her enthusiasm for the realistic plan that would be a response to the community. Lauer, Wisniewski, Finn and Evans provided revisions to the final draft, including updating the Mission to add the word “diversity”, the Core Values statements to all start with “we”, revising the Environment portion of the Core Values, and removing a comma from the Focus Areas.

With the proposed changes, Dellamaria called for an amended motion to APPROVE THE UPDATED MISSION, VISION AND VALUE STATEMENTS AND THE 2024–2029 STRATEGIC PLAN FOCUS AREAS AND STRATEGIES. Moved by Wisniewski and seconded by Finn. Dellamaria called for a roll call vote.

Roll Call Vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – 5 ayes, 0 nays, 2 absent. Motion carried.

Adjournment

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

Roll Call Vote: Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – 5 ayes, 0 nays, 2 absent. Motion carried.

Meeting adjourned at 8:18 PM.

Christine L. Evans, Secretary