

WAUCONDA AREA PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

MINUTES OF THE REGULAR MEETING

Monday, April 8, 2019

The meeting was held at the library at 7:00 p.m. with the following Library Trustees present: Mrs. Coolidge, Mrs. Houston, Mr. Laureys, Mrs. Morris, Mrs. Muller, Mr. Pankey, and Mrs. Sorensen. Trustees absent: none. Staff present: Tom Kern (Library Director); Elizabeth Greenup (Assistant Library Director); Molly Jostock (Business and Technology Librarian). Visitor(s) present: none

Mr. Pankey presided. The meeting took place in Lincoln Room.

PRESENT: Coolidge, Houston, Laureys, Morris, Muller, Pankey, Sorensen

ABSENT: None

AUDIENCE TO VISITORS

No visitors were present.

ACTION: MINUTES OF THE REGULAR MEETING OF March 11, 2019

Mrs. Morris made a motion seconded by Mr. Houston to approve the minutes of the March 11, 2019 meeting, as corrected. Voice vote. All in favor. Motion carried.

ACTION: FINANCIAL REPORTS AND BILLS

The current financial and budget reports were discussed. Mr. Kern reported that the Projected Cash Flow Report shows a year-end surplus of about \$180,000, as opposed to the budgeted deficit of about \$113,000. Mr. Laureys asked if it is typical that libraries have as much in their cash reserves as this library. Confirming that the Wauconda Area Library's financial position is typical of other public libraries, Mr. Kern noted that the minimum cash reserve should be enough to pay for six months of library operations, and that 12 months, as with this library, is the ideal financial position. He noted that it is likely that in the coming months the board will transfer some of the cash reserve from the General Fund to the Special Reserve Fund.

Mrs. Coolidge made a motion seconded by Mr. Laureys to accept the bills, to pay the bills as presented and to transfer sufficient funds from the money market deposit account into the checking account.

Roll call vote

YES: Coolidge, Houston, Morris, Laureys, Muller, Sorensen, Pankey

NO: none

ABSTAIN: none

ABSENT: none

Motion carried.

Mr. Morris noted that the Library Director's checking account showed no numbers. Mr. Kern said he would find out why, but that it might have to do with the fact that there was no activity in that account.

LIBRARY USAGE REPORT

Library usage statistics were discussed. A decrease in Patron Count was discussed. Mr. Kern explained that the automatic renewal system is partly to blame for this, and that there is no reason to suspect that the people-counting technology is inaccurate. He noted that the library's attendance numbers are still very healthy relative to other libraries, that there is no longer a need for patrons to visit the library simply because their checkouts are due, and that this is typical of most area libraries.

Zinio was discussed briefly. Elizabeth Greenup explained that Zinio dropped most of its popular titles for one reason or another, and its service is no longer worth its cost. She discussed Flipster as an alternative but noted that it is too expensive for the usage it would get.

LIBRARY DIRECTOR AND DEPARTMENTAL REPORTS

Mr. Kern reported that the library's tax revenue this year would mostly be subject to the tax cap, and that there would be a total increase of 2.37 percent, or \$79,000.

Mr. Kern reported that he would be submitting the required quarterly report for the construction grant by the April 15 deadline, noting that the \$125,000 grant monies had been received last October.

Mr. Kern reported that the library had been awarded a Per Capita Grant of about \$34,000. The award letter from Secretary of State and State Librarian Jesse White was included in the board packet.

Mr. Kern reported that new display shelving would be installed soon for displaying the New Non-Fiction collection face-out across the main aisle from where it is currently displayed and has been crowding the New Fiction collection.

Mr. Kern reported on his progress in getting the roof inspected for short- and long-term planning purposes. He noted that he planned to go ahead with two minor repairs that were in the works last fall.

Mr. Kern reported that the Library Foundation had received IRS certification of its 501-c-3 status. He noted that the Foundation Board is in need of more Directors – that it meets the legal minimum, but that a minimum of seven Directors is the ideal, in order to ensure a quorum at each meeting. Mr. Kern reported that the Foundation is brainstorming ways of promoting itself in order to drum up more name recognition and support from the business community. Other library foundations – such as Gail Borden Library's foundation – that serve as models for growing the foundation were discussed briefly.

Mr. Kern reported on the Lakemoor TIF lawsuit briefly.

Departmental reports were discussed briefly. Mr. Laureys commended Molly Jostock for getting trained in the erate discount application process and assisting Mr. Kern in the acquisition of a new LAN Switch at substantially reduced cost to the library. He also commended Julianne Medel for her effective school outreach work and her presentation as a panel speaker at the Illinois Youth Services Institute, titled: "Promoting Summer Reading: a library and school district collaboration."

Mr. Laureys said that someone had asked him why library cards expire. Mrs. Greenup explained that this ensures that the library will generally have current accurate contact information and the patron's preferred means of receiving notifications (i.e., via text messages or email). The new landscaping was discussed briefly. Mr. Kern mentioned that soil tests indicated a high pH, but that this would be brought down chemically – as recommended by A & L Great Lakes Laboratories – and by adding new lower-pH soil where needed – particularly around all the new tree roots.

SUGGESTION BOX

Suggestions were discussed briefly. One suggestion asked that the rear entrance used temporarily during the construction project be used permanently. Mr. Kern explained that this is not possible, mainly because the safety and security of children visiting the library would be compromised.

NEW BUSINESS

Action Item: Resolution No. 18-01, A Resolution Ratifying Change Orders (Renovation Project)

Mr. Kern explained the need for board approval for the change orders that were implemented during the current construction project. He noted that the Contingency line in the project budget is intended to cover the cost of change orders, and that the total cost of all change orders to date is well under budget. At Mrs. Morris's request, Mr. Kern provided a list of all the change orders to date, including the cost (or savings) to the library. An minor amendment to the proposed resolution was discussed, adding the phrase "within the pre-approved contingency budget" as appropriate in the verbiage.

Mrs. Muller made a motion seconded by Mrs. Houston to approve Resolution No. 18-01, a Resolution Ratifying Change Orders (Renovation Project), as amended to include the additional phrase as discussed.

Roll call vote

YES: Coolidge, Houston, Morris, Laureys, Muller, Sorensen, Pankey
NO: none
ABSTAIN: none
ABSENT: none

Motion carried.

Action Item: Approval of LAN Switch Proposals from Computer View, Inc. (purchase and installation)

Mr. Kern explained that because of the erate discount application process, he had already selected CVI's proposal, as it was the low bid after posting an RFP for the required 28 days. He said the federal erate discount, if approved by the USAC Schools and Libraries (E-rate) Program, would amount to \$10,734 (50% of CVI's fees for purchase and installation).

Mrs. Muller made a motion seconded by Mrs. Houston to approve the proposal from Computer View, Inc., for the purchase and installation of a new LAN Switch system as proposed in response to the library's RFP and erate application process for the USAC/SLD Erate Funding Year 2019, as presented.

Roll call vote

YES: Coolidge, Houston, Morris, Laureys, Muller, Sorensen, Pankey
NO: none
ABSTAIN: none
ABSENT: none

Motion carried.

Action Item: Approval of Text for Dedication Plaque Commemorating the Renovation of the Front Plaza and Gardens

There was some discussion of the verbiage and the list of names proposed for the dedication plaque planned for commemorating the successful completion of the 2018/2019 Renovation of the Front Plaza and Gardens. It was determined that Jason Laureys should be included in the list of Library Trustees, and Elizabeth Greenup should be included as Assistant Library Director.

Mrs. Coolidge made a motion seconded by Mrs. Morris to approve the proposed text of the dedication plaque commemorating the renovation of the front plaza and gardens, as amended.

Voice vote. All in favor. Motion carried.

Mr. Kern recommended that the Personnel and Salary Committee (Morris, Coolidge, Muller) meet in the coming weeks to discuss the Payroll Budget for the coming fiscal year, personnel issues such as the proposed incremental increase in minimum wage, and the Library Director's annual review. It was agreed that the Personnel and Salary Committee would meet Wednesday, May 1, at 7:30 p.m., and that a public notice to that effect should be posted and published.

Mrs. Morris and Mr. Laureys reported on the Illinois Library Association library trustee forum they attended March 16, primarily covering succession planning, board meeting procedures, and miscellaneous legal topics. They distributed to everyone present a handout provided at the forum.

Succession planning at the Wauconda Area Library was discussed briefly.

OLD BUSINESS

Mrs. Morris asked that a discussion of the Emergency Action Plan, currently in process, be included on the Agenda for the May 13 board meeting. A brief discussion of this plan and how it relates to the larger Disaster Plan followed.

The protocol for attending a board meeting remotely by phone or video conferencing was discussed briefly. Mr. Kern said he would see how other libraries handle this in their by-laws.

COMMUNICATIONS

Mr. Laureys noted an article he had read about trends in library security and said he would send a link to library trustees and managers.

Mr. Pankey noted the letter from Secretary of State and State Librarian Jesse White, awarding the Wauconda Area Library the FY2019 Illinois Public Library Per Capita Grant in the amount of \$34,057.50.

ADJOURNMENT

Mrs. Morris made a motion seconded by Mrs. Houston that the meeting be adjourned. Voice vote. All in favor. Motion carried.

The meeting adjourned at about 8:55 p.m.

Approved April 8, 2019

President

Secretary