

FOX RIVER GROVE PUBLIC LIBRARY DISTRICT  
REGULAR MEETING of the BOARD OF TRUSTEES  
Tuesday, June 15, 2021 at 6:30 p.m.

MINUTES

CALL TO ORDER AND ROLL CALL – 6:31 p.m. by President Gipson. Augle, Cooper, Navik, Spiek and Steeves present. Campbell absent.

INPUT FROM CITIZENS – Dana Fanslow, Youth Services manager, was in attendance.

CORRESPONDENCE AND LIBRARY NEWS - All correspondence discussed.

- 1) Niles library board hires former mayoral candidate at \$100 per hour, drawing scrutiny from some trustees

CONSENT AGENDA

- 1) Items to be included in Consent Agenda
  - a. Minutes from the May 18, 2021 Board Meeting
  - b. Minutes from the May 18, 2021 Biennial Organizational Meeting
  - c. Minutes from the May 29, 2021 Special Meeting
  - d. Treasurer's Report Including Transfer of Funds Totaling \$40,000 for May Bills and Two Upcoming Payrolls
  - e. Ordinance No. 2021-6-1 Library Board Meeting Dates
  - f. Ordinance No. 2021-6-2 Holiday Closings Dates
- 2) Consent Agenda Approval (voice vote) - Spiek moved to approve. Augle second. Roll call vote, all ayes. Campbell absent.

LIAISON REPORTS

- 1) Policy - Gipson reviewed FOIA policy draft. A policy concerning the ability connect remotely for meetings is in development.
- 2) Finance - Steeves read Campbell's memo concerning moving remaining funds from the general fund to Special Reserves Fund into the minutes with notes on a few inaccurate figures. Campbell recommends only moving the budgeted amount to the Special Reserves Fund and keep rest of funds in General fund to use for plumbing capital improvement project and increased personnel costs. Campbell's memo is attached.
- 3) Facility - Spiek reported on the walk through of the facility. The fence has been installed around the garbage dumpsters. He would like to see if a wind break could be added and/or improvements to its appearance.
- 4) Personnel - Cooper had nothing to report.
- 5) Publicity - Augle reported they will be meeting next month.
- 6) Development - Navik and Steeves to meet next week.

REPORT OF THE DIRECTOR - Steeves reported on various facility projects and email responses getting bounced to a quarantine folder on the server.

SPECIAL REPORTS

- 1) Youth Services - Summer Reading Club in full swing. Exciting to have kids in the building. In person story time at local parks will begin next Wednesday. Fanslow was awarded a scholarship from Association for Library Service to Children for use towards her Master of Library Science degree.

UNFINISHED BUSINESS (all possible action items)

- 1) COVID-19
  - Masking status- No masks required upstairs in Adult Services for fully vaccinated staff and patrons. Masks required in Youth Services. Masks recommended for all unvaccinated patrons.
  - Vestibule door- Entry door has been unlocked.
- 2) Bylaws Revisions - Augle moved to approve. Navik second. All in favor. Campbell absent.
- 3) Fox River Grove Public Library Benchmarking Data - Steeves provided the board a hard copy of the data covered at the May meeting.

NEW BUSINESS (all possible action items)

- 1) Auditor Engagement Contract for 2020-2021 Audit - Spiek moved to approve. Augle second. Roll call vote, all ayes. Campbell absent.
- 2) Closed Minutes January-June 2021 - No closed minutes.
- 3) Training Video: What It Means To Be a Trustee - Steeves played a 10 minute training video recommended by RAILS.
- 4) Draft of FOIA Information for 2021-2022 - Gipson reviewed.

TRUSTEE COMMENTS - Spiek noted that at the August meeting the consent agenda will include the tentative budget ordinance, ordinance for transfer of money from general fund to the Special Reserve Fund, and the FOIA policy. The board will need 2 volunteers to audit the board meeting minutes. Cooper happy to hear about Steeves providing materials and services to a home bound patron. This patron had read about this service in the library's latest newsletter and contacted the library for the latest adult services take and make craft and a puzzle. Navik wondered if library was selling glow sticks at the Fox River Grove's fireworks celebration. Steeves reported that the library was not invited to do so.

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ADJOURNMENT - Cooper moved to adjourn at 7:43 p.m. Agle second. All in favor. Campbell absent.

The next regular board meeting is scheduled for Tuesday, August 17, 2021, at 6:30 p.m.

Respectfully submitted,

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Jennifer Gipson, President

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Christopher Spiek, Secretary

Fox River Grove Memorial Public Library  
District

**Memo**

**To:** FRG Library Trustees  
Nicole Steeves, Library Directory

**From:** Michael Campbell, Trustee, Treasurer

**cc:**

**Date:** June 7, 2021

**Re:** Special Reserves Recommendation

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The Fox River Grove Memorial Public Library District is committed to responsible accounting of all public funds and that funds are primarily expended to provide library services to the residents of the District for the upkeep/improvement of the facilities and the grounds. In a given fiscal year, the FRGML Board makes every effort to use funds as budgeted and any excess funds will be classified in the manner that has been determined by the board's policy. It should be noted that the FRGML receives the bulk of its' funding from property taxes, distributed from the county. That amount is based upon the preceding year's property tax collection based upon Illinois PTELL regulation. Other revenue sources include gifts, grants, and various fees.

Each year at the end of the fiscal year the board is presented with the opportunity to move any remaining funds from the general fund remaining after all our budgeted items have been paid into the special reserve for capital improvement projects. Currently we have over \$61,190 in the BMO account as of our April statement. And \$567,964 in our general saving account. Additionally, we had \$45,495 in the general checking account. The board will need to determine whether to move additional funds from the general fund account to the special funds account. Currently we are on track to move the budgeted \$2000 to the special reserve from the 2021 budget.

In 2022 the FRGML will undertake a large capital improvement project that is budgeted to repair the plumbing problem within the building. We also have an issue surrounding personnel costs and increasing expenditures should we need additional personnel. As well, we are likely to see increased costs in several areas such as supplies, electric, gas, and other items, due to inflation.

I would like to suggest to the board that we keep our funds in place so that we have the flexibility to use them as needed.