

**FREMONT PUBLIC LIBRARY  
BOARD OF TRUSTEES MONTHLY MEETING  
10-19-23 MINUTES**

1. Meeting was called to order at 6:00pm
2. Roll Call: Trustees Present: Cole-Burns, MacKay, Nalezny, Pflug Mounce, Smogor, Wilmes  
Absent: Kasten  
Also present: Becky Ingram, Interim Director and Stacy Tovar, Business Manager
  - 2.1. President Nalezny made a motion to allow Trustee Kasten to attend the meeting remotely due to a qualifying reason, seconded by MacKay. Roll was called: Yes: Cole-Burns, MacKay, Nalezny, Pflug Mounce, Smogor, and Wilmes. Motion passed and Kasten entered the meeting.
3. Smogor made a motion to approve the agenda seconded by Wilmes. Motion passed by voice vote.
4. Public comment – no public were present
5. Meet the Manager – Stacy Tovar, Business Manager. Tovar has been promoted to the title of Business Manager due to her expanded duties. As a support staff member in the library, she takes care of various tasks such as ensuring that there is an adequate supply of office supplies, sorting out incoming mail, and managing the library's finances. Her responsibilities also include processing payroll for employees, managing their benefits and ensuring that deductions are accurate. As the point person for the library's annual audit, she oversees and manages the auditing process. She is also responsible for handling the developer donations, communicating with vendors, accountants, and providing financial reports to the board. She is dedicated to ensuring the organization's financial health and sustainability, always working towards the best interest of the library and its patrons. Ingram confirms the well-earned promotion and acknowledges Tovar's growing responsibility in the role. Tovar has worked at the library for 14 years, beginning as an Assistant in Circulation and advancing to a full-time Circulation Associate. When the Accounting Coordinator retired, she approached the former director about the possibility of transitioning into the role and she has gone above and beyond by taking on extra administrative responsibilities and eagerly accepting new tasks. Currently, she is managing the auction of surplus furniture following the renovation.
6. Secretary's Report
  - 6.1. Smogor made a motion to approve the minutes of the B&A Hearing of Sept. 21, 2023, seconded by Nalezny. Motion passed by voice vote.
  - 6.2. Smogor made a motion to approve minutes of regular monthly Board meeting of Sept. 21, 2023 seconded by MacKay. Motion passed by voice vote.
7. Finance/Treasurer's Report

Kasten presented the monthly Finance Report for September 2023. Ingram brought up answers that were asked at the previous board meeting. Wilmes had asked why the PPRT fund was higher than expected. Tovar and Ingram looked into the issue and we eventually were able to figure out all of the money was coming from the State of Illinois, and the amount included our PerCapita payment which came in July in the amount of \$57,218.20. We had always received this money via a paper check. This is the first time we had seen it come through as an ACH deposit. Any other money that we receive from the state, including our expected DCEO Grant we are waiting to pay towards the new carpeting in the amount of \$139,000, will be coming via ACH now, so Tovar will keep an eye on the Comptroller's site to keep track of payments we receive.

Smogor asked about the double payment to LIMRICC this year. The reason for this is that their invoices often do not arrive in time for monthly board meetings, resulting in them receiving two months' worth of payments at once. No payments were made last month. Tovar will attempt to resolve the issue and ensure invoices are received in a monthly manner.

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Tovar also noticed during the meeting that \$10,000 in revenue from the Friends was coded to the LLSAP fund and she'll get that corrected with the accountants.

Wilmes asked about the developer donations and was curious as to which developments were coming through. Tovar said this month they were from Pulte Group for the Sheldon Woods property and the Morris Station development near Hawley. Ingram explained that the developer donations are sometimes negotiated directly by the library and sometimes we receive checks from the Village. Mundelein has recently been negotiating developer donations instead of sending the builders to the library, but we are still receiving the payments and producing the receipts so they can finalize the projects.

Wilmes also asked about some line items being expended early in the year. Ingram explained that this is normal, as some line items have subscriptions that are renewed at the start of the fiscal year, while others may have their big bills payable much later in the fiscal year so those lines may show underspent for part of the year.

- 7.1. Kasten made a motion to approve Lists of Checks for October 2023 and to authorize the payment of bills and salaries, and to make transfers seconded by Wilmes. Roll call vote:  
YES: Cole-Burns, Kasten, MacKay, Nalezny, Pflug Mounce, Smogor, Wilmes. Motion passed.

8. Committee Reports

- 8.1. Finance Committee is waiting for the new director before they'll have a meeting.
- 8.2. Personnel Committee- no report
- 8.3. Physical Facilities Committee – Wilmes expressed her desire to discuss the possibility of installing solar panels. Meanwhile, Nalezny reiterated her concern about updating the Capital Replacement Schedule. This would give them a clearer picture of the expenses they can anticipate budgeting for in the future in terms of the aging building.
- 8.4. Planning/Policy Committee – Smogor suggested training videos from the American Library Association that detail the responsibilities of a library board for their continuing educational purposes. The board agreed to receive the resources and requested that Smogor email them. Nalezny mentioned that Deiters & Todd Library Consulting also offers trustee training so she may reach out to them for that information and possible costs.

Board President's Report – Nalezny praised the library's recent newsletter, impressed by the various offerings for all age groups. She noticed that there's session-after-session of fun, engaging content with stunning graphics presented beautifully. She eagerly signed up for the Gingerbread House making event for adults and invited some friends to join in. Ingram was glad Nalezny spoke about this particular program as this is part of the Adult Services department's efforts to address requests from adults to do "fun stuff like the kids get to do" and staff are eager to see how well the turnout is for this program. Overall, Nalezny thought the publication was fantastic and showcased the library's commitment to providing excellent programming for the community.

The trustees discussed an alternative date for the Open House celebration, which will be rescheduled to February 18, 2024. The trustees chose navy as their preferred color for the trustee polo shirts. Ingram asked them to individually email her their size and style (unisex or ladies) preference for her to place the order.

Trustee Cole-Burns left the meeting at 7:17pm.

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10. Library Director's Report – Ingram talked about how our Hoopla usage has increased and therefore our monthly payment is higher than it used to be, which is great because it shows that people are continuing to use our e-material apps. MacKay asked why we have multiple apps, and Ingram explained that we offer different platforms because each one contains different content. Ingram explained the complicated collection development the librarians face these days because it's not just the physical item that they are selecting, but multiple formats at different price points that need to be considered in order to use the library's budget wisely to please the most patrons, and still offer a diverse collection in person and online.

Smogor asked about some ideas she had with the library saluting veterans and maybe highlighting local veterans in the area. Ingram suggested she send some of these ideas to the library programmers via the library's contact us page, especially since she seemed to have some contacts that she might be able to connect to the library for some interesting program and display ideas.

Ingram pointed out a Municipal Minute posting from the attorney that discussed a case of a school board who was found in violation of OMA when they tried to censure public comment. This is just information for future when keeping in mind the Open Meetings Act.

11. Other Business

11.1. A slight change of the Employee Handbook, "Vacation Days" section to be revised to use the term "Vacation Level" instead of "Pay Grade". Discussion ensued about why we would be making the change. A final revision will be presented for approval at the next board meeting.

11.2. Ingram shared with the board advice from our attorney regarding the Truth in Taxation hearing being part of the regular November board meeting. It does not have to be a separate meeting. She suggested that the board should give it a try this year and evaluate its effectiveness. With that in mind the notice has the hearing listed at 6pm. She then presented the reasoning and math behind the current estimate of levy. Wilmes made a motion to adopt Resolution No. FY2023-24-102, Estimate of Tax Levy, seconded by Pflug Mounce. Roll was called. Yes: Kasten, MacKay, Nalezny, Pflug Mounce, Smogor, and Wilmes. Cole-Burns was absent. Motion passed.

11.3. There was discussion regarding the welcoming of the new library director and it was decided to have some special treats at her first meeting in November. Nalezny expressed gratitude to Interim Director Ingram for her remarkable professionalism and dedication displayed in the past few months. The board appreciated her efforts in seamlessly managing things, even after taking over from Scott, who had left behind big shoes to fill.

12. Nalezny adjourned the meeting at 8:14pm.

/s/ Sharon Smogor, Secretary

11/16/23