

Fremont Public Library District
Regular Monthly Board Meeting
July 21, 2022

1. Call to Order
President Hoenig called to order the regularly scheduled monthly meeting of the Board of Library Trustees for the Fremont Public Library District at 6:00 p.m.
2. Roll call:
Trustees Present: Steve Hoenig, Laurie MacKay, Brenda Pathmann, Sharon Smogor and Amber Reid-Schwenk.
Absent: Jay Kasten, Jodie Nalezny
Note: Trustee Smogor left at 7:00pm following 5.0 and was absent for votes taken from 7.0 forward.
Also Present: Scott Davis, Library Director; Becky Ingram, Assistant Director
3. Approve Agenda –Pathmann made a motion to approve the agenda; seconded by MacKay. The motion passed by voice vote.
4. Public comment – none.
5. Presentation was given of draft remodeling plans from representatives with architect Engberg Anderson. They provided an overview of plans that incorporate the original stated objectives of replacing worn and outdated carpeting, opening up part of the undeveloped space on the second floor and relocating some of the materials collections along with the results of a space planning analysis to come up with a “marketplace” merchandising concept that will facilitate browsing and put the most in demand items within easy view and reach. An emphasis will be placed on flexible and adaptive furnishings and spaces that will offer a variety of seating choices that will appeal to different types of users. Different flooring concepts and how to blend various colors and patterns together were discussed. Davis stressed the desire to get as much done now within the stated budget and to identify demarcation points where we can stop and then pick up again when additional funding becomes available. A question was asked about the space needed for the physical materials collections. Davis said the materials have been aggressively weeded in preparation for the relocation of collections. Once the renovations are complete and the marketplaces established, the “warehousing” being done in the stacks will be adjusted and the collection right-sized. The Board was positive about the plans as presented and gave the go-ahead to proceed with the marketplace concepts as described. The architects will refine the plans and work with the construction management consultant to hone the budget. Once the plans are finalized and approved by the Board, the bid documents can be created and the bid acceptance period announced.
6. Correspondence:
 - 6.1 Received letter from the Illinois Secretary of State awarding FPLD a FY2022 Per Capita Grant of \$57,218.20. This increase from last year is due to the library’s official population rising to 38,792.
 - 6.2 Village of Mundelein sent correspondence about a new residential development residing within the downtown TIF District. Unlike previous developments, the Village opted to negotiate the terms of the donation agreements directly with the developer instead of sending them to each unit of government to come up with individual agreements.
7. Secretary’s Report
 - 7.1 Pathmann made a motion to approve minutes of regular monthly meeting of June 16, 2022; seconded by Reid-Schwenk. The motion passed by voice vote.
 - 7.2 Pathmann made a motion to approve Closed Session minutes of meeting of June 16, 2022; seconded by MacKay. The motion passed by voice vote.
 - 7.3 Pathmann made a motion minutes of Policy and Planning Committee meeting of June 30, 2022; seconded by Reid-Schwenk. The motion passed by voice vote.
8. Treasurer’s Report
 - 8.1 Treasurer MacKay presented the monthly Finance Report for June 2022.
 - 8.2 MacKay made a motion to approve lists of checks, payment of bills and salaries, and transfers for July 2022; seconded by Pathmann. The roll was called:
Yes: MacKay, Pathmann, Reid-Schwenk, Hoenig
The motion passed.
9. Committee Reports

- 9.1 Finance Committee – no report
- 9.2 Personnel Committee – no report
- 9.3 Physical Facilities Committee – no report
- 9.4 Policy and Planning Committee – met on June 30 to discuss remaining library policies which are being presented at this meeting for approval by the Board.
10. President's Report
 - 10.1 The annual audit of the Board Secretary's Book will be conducted by Hoenig and Trustee Smogor.
 - 10.2 Hoenig made a motion to approve making the Library Director's salary increase retroactive to April 1, 2022; seconded by Reid-Schwenk. The roll was called:
Yes: Pathmann, Reid-Schwenk, Hoenig, MacKay
Absent: Kasten, Nalezny, Smogor
The motion passed.
 - 10.3 An ad hoc committee will be established by Hoenig to draft revisions to the Board Administrative Procedures (bylaws).
11. Director's Report
 - 11.1 Cooperative Computer Systems (CCS) reports that Warrant-Newport Public Library District's Board of Trustees is voting to join the cooperative. If the approval is given as expected, their membership will be active in the fall of 2023 and a good portion of Lake County will be in the co-op.
 - 11.2 Annual LIMRiCC rate meeting is coming up in August.
 - 11.3 Davis reminded the Board that the Governor signed the "Decennial Committees on Local Government Efficiency Act" into law on June 10 as Public Act 102-1088 and public libraries are included among the thousands of units of local government throughout the state that are required to follow the Act and submit a report to our County by June 9, 2023. Davis is hoping the State Library, Illinois Library Association, and RAILS will provide some kind of framework to help us all comply.
 - 11.4 Second installments of Cook County tax bills are not going out until December. Lake County property tax bills continue to go out on time and without incident.
 - 11.5 Another solution to the speaker problem with the new drive-up window was presented. This one has a shielded cable to prevent the feedback problems caused from having a microphone and speaker located too close to each other.
 - 11.6 Audit work for FY21-22 began with a remote meeting with the auditor. Field work is expected to begin in early August. Davis reminded the Board that this is the fourth year of a five-year contract signed with Sikich and asked the Board to consider if they want to re-up with Sikich or go through another RFP process before the agreement ends next year.
 - 11.7 The Tentative Budget and Appropriation Ordinance for FY22-23 was presented and will be made available for public viewing. Davis reviewed the B&A in the overall budgeting process. The Budget and Appropriation Hearing date was set for September 15 at 5:45pm, immediately preceding the regular monthly meeting in September.
12. Other Business
 - 12.1 A motion was made by Reid-Schwenk and seconded by MacKay to approve a revised Working Budget and Estimate of Revenues for FY 2022-23. Davis noted the reason for the revision is modified population figures were received from the State Library which in turn increased the Per Capita Grant award. The roll was called:
Yes: MacKay, Pathmann, Reid-Schwenk, Hoenig
Absent: Kasten, Nalezny, Smogor
The motion passed.
 - 12.2 A motion was made by Pathmann on behalf of the Policy and Planning Committee to approve revised policies on ADA, Service Animals and Mobility Devices; Electioneering; Photography & Video Recording; Posting Community Information & Solicitation; and Video Surveillance. The roll was called:
Yes: MacKay, Pathmann, Reid-Schwenk, Hoenig
Absent: Kasten, Nalezny, Smogor
The motion passed.

13. Hoenig made a motion to adjourn the meeting; seconded by MacKay. The motion passed by voice vote. The meeting adjourned at 7:58 p.m.

Approved/Date

/s/Brenda Pathmann, Secretary - 08/18/2022