

FONDULAC DISTRICT LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
NOVEMBER 27, 2023

Members of the Fondulac District Library Board of Trustees met on Monday, November 27, 2023, in the Kolb Memorial Conference Room, 400 Richland Street, East Peoria, IL, for their regular meeting. President Hanks called the meeting to order at 6:00 p.m.

On roll call, the following members were present: Mrs. Carbiener, Mrs. Hanks, Mrs. Humphrey, Mrs. Pulling, Mr. Sherwood and Mr. Swearingen. Also present was Mrs. Buhr, Director. Mr. Grose was absent.

Scott Nichols, a Circulation Assistant from the library, presented the “Mission Moment” where he discussed his role at the library and answered questions from the board.

M/S/P (Carbiener/Pulling) to approve the consent agenda which includes the October 30, 2023, regular board meeting minutes and approval of bills. All present voting yea.

Treasurer’s Report:

Mrs. Cox reported that the Tazewell County website is currently down which prevented her from getting the breakdown of the County Tax Disbursement to include on this month’s working budget. As soon as those numbers are available the working budget document will be updated and sent to board members.

1 - GENERAL INVESTMENT FUND

DATE	TRANSACTION	GENERAL			BOND		FUND TOTAL
		CHECKING	DONATIONS	IMPREST	CHECKING		
10/30/2023	Balance	\$1,584,876.68	\$54,253.81	\$1,449.26	\$487,042.58		
	Deposit – Nayax Reimbursement	\$20.50					
10/31/2023	Deposit – Bank Account Interest	\$136.33	\$4.62	\$0.15	\$41.23		
11/3/2023	Deposit – Nayax Reimbursement	\$19.47					
11/8/2023	Deposit - Reimbursement			\$276.65			
11/9/2023	Checks Issued - Payroll	\$(43,494.62)					
	Blue Cross Blue Shield	\$(4072.66)					
	IMRF - NCPERS	\$(16.00)					
	The Metropolitan Life Insurance Company	\$(359.02)					
	AFLAC	\$(69.32)					
11/10/2023	Deposit – Nayax Reimbursement	\$35.97					
11/15/2023	Deposit – County Tax Disbursement	\$58,196.90			\$16,775.15		
11/16/2023	Deposit – County Tax Disbursement	\$1,563.36			\$450.64		
11/17/2023	Deposit – Nayax Reimbursement	\$41.14					
11/21/2023	Deposit – Fines, Fees, Misc.	\$18,347.80	\$20.20				

11/22/2023	Checks Issued - Payroll	\$(43,757.22)				
	Blue Cross Blue Shield	\$(4,072.66)				
	IMRF - NCPERS	\$(16.00)				
	The Metropolitan Life Insurance Company	\$(359.02)				
	AFLAC	\$(69.32)				
11/27/2023	Checks Issued – Bills Paid By Check	\$(41,087.35)				
	Checks Issued – Bills Paid Directly	\$(4,444.40)				
	Checks Issued – Imprest			\$(524.51)		
	Balance	\$1,521,420.56	\$54,278.63	\$1,726.06	\$504,309.60	\$2,081,734.85

2 - WORKING CASH FUND

DATE	TRANSACTION	WORKING CASH	WORKING CASH	FUND
		ACCOUNT	CERTIFICATES	TOTAL
10/30/2023	Balance	\$ 17,907.42	\$ 203,677.61	
10/31/2023	Deposit - Bank Account Interest	\$ 1.57	\$ 606.01	
	Balance	\$ 17,908.99	\$ 204,283.62	\$ 222,192.61

3 - RESERVE FUND

DATE	TRANSACTION	RESERVE	RESERVE	FUND
		ACCOUNT	CERTIFICATES	TOTAL
10/30/2023	Balance	\$ 67,269.16	\$ 2,049,190.20	
10/31/2023	Deposit - Bank Account Interest	\$ 5.90	\$ 6,506.64	
	Balance	\$ 67,275.06	\$ 2,055,696.84	\$2,122,971.90

Mrs. Buhr reported that Entec is coming on Monday December 4 to complete the teardown project on the second boiler. She also reminded everybody of the Friends Craft & Bake Sale taking place on Friday December 1 from 10-5 and Saturday December 2 from 9-12.

M/S/P (Sherwood/Swearingen) to approve the 2023 Revenue Recapture Selection. Mrs. Buhr reported that the library has taken this option for the last 2 years. All present voting yea.

M/S/P (Humphrey/Carbiener) to approve the Staff Holiday Consideration. Mrs. Hanks proposed \$250 for Managers, \$175 for Full-Time Employees and \$100 for Part-Time Employees. All present voting yea.

M/S/P (Pulling/Sherwood) to approve the Transfer of \$150,000 to IMRF Unfunded Liability. Mrs. Buhr explained that this is what we did at the end of FY2022 but when she contacted IMRF at the end of FY2023 they advised to wait until closer to the end of the calendar year to make any additional payments. Mrs. Buhr also contacted our auditor and they said that the timing of the extra payment does not make a difference to them since the library has held the funds in the Operational Reserve since the end of FY2023. Decreasing the Unfunded Liability amount has allowed the annual employer contribution rate that the library is responsible for paying per each employee to decrease to single digits for the first time in over a decade. On roll call, all present voting yea.

M/S/P (Sherwood/Swearingen) to approve the revision to the Sick Time Policy. Mrs. Buhr discussed that there were two reasons behind this revision. The first is a procedural usage change from 1 hours increments down to 15 minute increments. This change allows more flexibility with sick time in case of emergencies. The second change is verbiage related to acceptable use of sick time. The strategic planning surveys revealed concerns over usage as it relates to mental health. Mental health has always been an allowable usage but it is now explicitly written into the policy. All present voting yea.

M/S/P (Carbiener/Sherwood) to approve the Paid Leave for All Workers Policy. A new law – the Paid Leave For All Workers Act – was passed. The library already provides paid time off to part-time employees at a rate higher than what the minimum requirement by this law is but the library does not have time off provisions for substitute or temporary workers. Per this law, this policy now covers them and gives them time off accrual based on time worked. This policy only covers substitute and temporary workers as all other workers are covered by previously established time off policies. All present voting yea.

M/S/P (Pulling/Swearingen) to approve the revision to the Materials Selection Policy. Mrs. Buhr recently attended a conference where other libraries were discussing their Materials Selection Policies and determined that the library’s policy needed the addition of a timeframe for the Board’s decision on a specific material stands. This provision would prevent the Board from having to revisit the same title month after month should there be a title that is continually challenged which is respective of staff time, Board time and the authority behind the decision. Per the revision, any decisions made by the Board on specific materials will stand for 3 years before the material would be brought before the Board for review again. All present voting yea.

M/S/P (Sherwood/Carbiener) to approve the December Bills to be Paid. As there is no December meeting, the board votes in November to approve the slate of bills for December so that checks can be cut in a timely manner. All present voting yea.

M/S/P (Carbiener/Sherwood) to adjourn the meeting at 6:48 p.m. All present voting yea.

Secretary

Approved as _____

January 29, 2024

Recorded by: Rebecca L. Cox