

FONDULAC DISTRICT LIBRARY  
 BOARD OF TRUSTEES  
 MINUTES OF THE REGULAR MEETING  
 NOVEMBER 28, 2022

Members of the Fondulac District Library Board of Trustees met on Monday, November 28, 2022, in the Kolb Memorial Conference Room, 400 Richland Street, East Peoria, IL, for their regular meeting. President Grose called the meeting to order at 6:00 p.m.

On roll call, the following members were present: Mrs. Carbiener, Mr. Grose, Mrs. Hanks, Mrs. Humphrey, Mr. Sherwood and Mr. Swearingen. Also present were Mrs. Buhr, Director, Mrs. Cox, Business Manager and Trevor Smith and Abbey Owen from the Libraries of Illinois Risk Agency (LIRA).

M/S/P (Carbiener/Sherwood) to approve the consent agenda which includes the October 24 regular board meeting minutes and approval of bills. All present voting yea.

Treasurer's Report:

GENERAL FUND CHECKING

DATE	TRANSACTION	GENERAL INVESTMENT
10/24/2022	Balance	\$1,102,712.13
10/27/2022	Checks Issued - Payroll	\$ (40,674.15)
	Blue Cross Blue Shield	\$ (4,517.82)
	Met Life	\$ (393.08)
	IMRF-NCPERS	\$ (24.00)
10/28/2022	Deposit - Nayax Reimbursement	\$ 13.73
10/31/2022	Deposit - Bank Account Interest	\$ 117.98
11/3/2022	Deposit - GED Grant Reimbursement	\$ 1,500.00
11/4/2022	Deposit - Nayax Reimbursement	\$ 25.06
11/10/2022	Checks Issued - Payroll	\$ (41,027.72)
	Blue Cross Blue Shield	\$ (4,517.82)
	Met Life	\$ (393.08)
	IMRF - NCPERS	\$ (24.00)
	Deposit - Nayax Reimbursement	\$ 35.84
11/18/2022	Deposit - Fines, Fees, Misc	\$ 3,165.61
	Deposit - Nayax Reimbursement	\$ 33.20
11/22/2022	Deposit - Tazewell County Tax Disbursement	\$ 286,580.43
11/23/2022	Checks Issued - Payroll	\$ (41,031.52)
	Blue Cross Blue Shield	\$ (4,517.82)
	Met Life	\$ (393.08)
	IMRF - NCPERS	\$ (24.00)
11/28/2022	Checks Issued - Bills	\$ (61,225.95)
	Balance	\$1,195,419.94

WORKING CASH FUND

<b>DATE</b>	<b>TRANSACTION</b>	<b>WORKING CASH</b>
10/24/2022	Balance	\$217,792.08
10/31/2022	Deposit - Bank Account Interest	\$ 18.50
11/28/2022	Balance	\$217,810.58

RESERVE FUND

<b>DATE</b>	<b>TRANSACTION</b>	<b>RESERVE FUND</b>
10/24/2022	Balance	\$2,067,383.48
10/31/2022	Deposit - Bank Account Interest	\$ 5.71
11/28/2022	Balance	\$2,067,389.19

In Library Statistics the passive programming number went up a lot thanks to the high participation at District 86's Trunk or Treat in October.

Trevor Smith and Abbey Owen gave a presentation on the LIRA pool of insurance for libraries in Illinois highlighting coverages that are available to Fondulac District Library via the pool that would not be available elsewhere, such as cyber security insurance. Mr. Smith and Ms. Owen were also available to answer questions from the board and advise on what the next steps would be should the library choose to pursue this coverage.

M/S/P (Hanks/Sherwood) to approve membership in the Libraries of Illinois Risk Agency pool. Mrs. Hanks commented that she thinks that this insurance is a really good value for the price as well as giving us access to extra coverages. On roll call, all present voting yea.

M/S/P (Sherwood/Swearingen) to approve the 2022 Revenue Recapture Selection. Last year this decision came with a short window for opting in so Mrs. Buhr made the selection after speaking to the library attorney. Going forward, this decision will be a board vote on record. All present voting yea.

M/S/P (Hanks/Carbiener) to approve Staff Holiday Consideration amounts. After discussion the board approved \$225 for managers, \$150 for full-time employees and \$75 for part-time employees. All present voting yea.

M/S/P (Sherwood/Swearingen) to approve the Pay Structure and Pay Grade Assignments. These are the pay scales that will be used when determining raises for next year. HR Source recommends a 2.65% increase to the structure. This will be the last year using the current plan as it was voted in a previous meeting to do a new Pay Structure project in 2023. All present voting yea.

M/S/P (Hanks/Carbiener) to approve the Vacation Policy revision. This revision includes wording and procedural changes to make things more in line with what has been discovered as best practice for tracking since moving vacation earning to an accrual basis. It was also revised to include non-traditional library positions that have a Master's Degree in preferred subjects to earn vacation time in line with what a traditional library position with an MLS does. It also gets rid of the "stair-stepping" accrual for Non-MLS employees at 20 years and more and gives them 200 hours of vacation at year 20. All present voting yea.

M/S/P (Sherwood/Swearingen) to approve the Sick Time Policy revision. This revision includes wording and procedural changes to make things more in line with what has been discovered as best practice for tracking since moving sick time earning to an accrual basis. It is also bringing the accrual rate from 10-day equivalent to a 12-day equivalent per year. With the temporary COVID Leave Policy set to expire at the end of the year and not being renewed, it is recognized that the way that employees use sick time and the likelihood of them needing to take it have changed. All present voting yea.

M/S/P (Swearingen/Hanks) to approve the Project Request Policy for Maker Technology and repeal the 3D Printing Policy. The library is ready to begin accepting public projects for the Glowforge. When drafting a policy for Glowforge use, it was similar to the 3D Printing Policy so the new policy combines these policies and makes it easier to add in more potential maker options in the future. All present voting yea.

M/S/P (Hanks/Carbiener) to approve the Deposit Collection Policy. The library is looking into putting collections into places in the district that have large populations of people that would be unable to visit the library. These deposit collections will be different than traditional deposit collections as they will be honor-based to make it less work for the hosts. Mrs. Buhr says that library staff have pinpointed 5 potential locations for deposit collections that they will begin to contact. The locations would need to provide space and furniture and the library will provide the materials. Through donations made to the library, weeding of the current Large Print collection and use of Per Capita money to help fill out the genres a sizeable collection has been made. All present voting yea.

M/S/P (Sherwood/Hanks) to approve the Access Control System Replacement. The library is currently using Winpac as the access control system which is what was in place when originally moving to the new location. This has proven difficult to manage as Winpac will only deal with the library via its tech provider and will only provide updates to software if the library physically sends out the machine, which is not practical. Delta Inteleweb through Entec will perform the same functions as Winpac and the library would not have to replace badges or badge readers – the only thing that will need to be done is a software replacement. Entec will include maintenance for the Delta Inteleweb in the library's current maintenance contract with them that is in place for the HVAC System. All present voting yea.

M/S/P (Sherwood/Swearingen) to approve to pay bills in December. There is no regular board meeting in December and the bills will still need to be mailed out. Bills and checks will be ready to be signed by board officers on December 20-21. All present voting yea.

Strategic Planning Discussion was held to discuss what the Strategic Planning Process will look like. Ideally one or two board members would join the strategic planning team to help manager the process. Mr. Swearingen and Mrs. Hanks volunteered. There will also be a Board Retreat in May to get the Trustees input on the direction of the library. The date for this is TBD. Staff will kickoff their portion of Strategic Planning at the all staff meeting on December 5.

M/S/P (Hanks/Carbiener) to adjourn the meeting at 7:22 p.m. All present voting yea.

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Secretary

Approved as \_\_\_\_\_  
January 30, 2023  
Recorded by: Rebecca L. Cox