

FONDULAC DISTRICT LIBRARY
 BOARD OF TRUSTEES
 MINUTES OF THE REGULAR MEETING
 October 29, 2018

Members of the Fondulac District Library Board of Trustees met in regular session on Monday, October 29, 2018. Vice President Sherwood called the meeting to order at 6:00 p.m.

On roll call the following members were present: Mr. Cadwalader, Mrs. Cole, Mr. Grose, Mrs. Laredo, and Mr. Sherwood. Also present were Mrs. Buhr, Director and Mrs. Geier, Business Manager. Mrs. Humphrey and Mr. Lasswell were absent.

M/S/P (Cole/Grose) to approve the consent agenda which includes the September 24 board meeting minutes and approval of bills.

Treasurer's Report:

GENERAL FUND CHECKING

| | |
|---------------------------------------|--------------------|
| 09/24/18 Balance | 1,245,572.32 |
| 09/24/18 IDES payment | (172.72) |
| 09/26/18 Aflac payment | (202.28) |
| 09/28/18 Deposit – Fines, fees, misc. | 3,595.89 |
| 09/30/18 Interest 185736 | 1,377.98 |
| 10/04/18 Checks issued – Payroll | (32,210.84) |
| 10/05/18 Waste Management payment | (159.42) |
| 10/09/18 Ameren Illinois payment | (8,125.80) |
| 10/09/18 Comcast Cable payment | (325.94) |
| 10/09/18 Visa payment – Tammy's card | (331.35) |
| 10/10/18 Deposit – Replacement Tax | 15,910.06 |
| 10/12/18 Visa payment – Genna's card | (469.75) |
| 10/17/18 Deposit – Fines, fees, misc. | 567.35 |
| 10/18/18 Checks issued – Payroll | (32,144.49) |
| 10/22/18 Deposit – Fines, fees, misc. | 626.08 |
| 10/23/18 Amazon.com payment | (739.47) |
| 10/24/18 Deposit – Fines, fees, misc. | 1,094.41 |
| 10/24/18 Aflac payment | (202.28) |
| 10/29/18 Checks issued – Bills | <u>(60,781.03)</u> |
| 10/29/18 Balance | 1,132,878.72 |

WORKING CASH FUND

| | |
|--------------------------|---------------|
| 09/24/18 Balance | 213,024.43 |
| 09/30/18 Interest 185701 | <u>236.95</u> |
| 10/29/18 Balance | 213,261.38 |

RESERVE FUND

| | |
|--------------------------|-----------------|
| 09/24/18 Balance | 1,812,968.45 |
| 09/30/18 Interest 185728 | <u>2,016.62</u> |
| 10/29/18 Balance | 1,814,985.07 |

Mrs. Buhr reported that the library's 5 year anniversary in this building is on Friday, November 2. She reported that there will be a small celebration that afternoon.

Mrs. Buhr gave a brief report on ILA.

Mrs. Buhr reported on monthly statistics.

M/S/P (Cadwalader/Cole) to approve FY 2018 audit. On discussion, Mrs. Cole stated that it was a clean audit.

M/S/P (Cadwalader/Laredo) to review the Illinois Public Library Per Capita Grant Requirement. On discussion, Mrs. Buhr stated that the managers watched the JJ's List video and found it very useful. She stated that she will be reviewing with staff the person first language and the ten tips at the next staff meeting on November 5.

M/S/P (Grose/Cadwalader) to approve the revisions to the Gaming policy. On discussion Mrs. Buhr stated that the library has been circulating games for about a year and a half and feels that the collection is now big enough that the library will begin offering patrons the opportunity to put holds on and renew games. She stated that games will not be transited to other libraries through the route.

M/S/P (Laredo/Grose) to approve the Employee Assistance Program. On discussion, Mrs. Buhr stated that this proposal is to add an additional staff benefit. This benefit would be available to all staff, full and part-time, and would provide employees an opportunity for additional outside assistance related to both personal and professional situations. She stated that this is a consultation and referral type program that allows employees to contact the company which has trained counselors or legal advisors from which staff can get assistance. Mrs. Buhr stated that looking back over the past few years as Director, she can see several instances where having a benefit like this to direct staff to would have been beneficial.

M/S/P (Laredo/Cadwalader) to approve the Boiler Exhaust Flue proposal. Mrs. Buhr stated that per the Board's direction at the last board meeting, she reached out to CMI, the original contractor, who directed her to J.A. Fritch, the subcontractor. She stated that their representative reviewed the equipment and asked some questions, but ultimately agreed that replacing the flue piping was the only true repair. Mrs. Buhr said he did note that what was there could be disassembled and perhaps re-glued, but that it would be a temporary fix and most likely happen again. She also informed the board that the warranty has expired. Mrs. Buhr also stated that she did confirm that the library has contracted with ENTEC as CMI only installs equipment and does not offer maintenance or service.

M/S/P (Cadwalader/Laredo) to adjourn at 6:20 p.m.

Secretary

Approved as _____
November 26, 2018

Recorded by: Tamara A. Geier