

FONDULAC DISTRICT LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
June 24, 2019

Members of the Fondulac District Library Board of Trustees met in regular session on Monday, June 24, 2019 in the Kolb Memorial Conference Room, 400 Richland Street, East Peoria, IL. President Sherwood called the meeting to order at 6:02 p.m.

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

Mr. Cadwalader took the oath of office.

M/S/P (Lasswell/Laredo) to approve the consent agenda which includes the May board meeting and executive session minutes and approval of bills.

Treasurer's Report:

GENERAL FUND CHECKING

05/20/19 Balance	436,443.86
05/22/19 Deposit – Fines, fees, misc.	947.83
05/22/19 Aflac payment	(303.42)
05/30/19 Checks issued – Payroll	(35,618.61)
05/30/19 Check issued – Sue Elder	(227.98)
05/30/19 Check issued – Katie Smith	(315.97)
05/30/19 Check issued – Titan Games	(364.00)
05/30/19 Check issued – Laura Warren	(277.24)
05/31/19 Interest 185736	933.33
06/07/19 Ameren Illinois payment	(6,714.44)
06/07/19 Comcast Cable payment	(327.68)
06/07/19 Waste Management payment	(159.82)
06/11/19 Visa payment – Tammy’s card	(1,242.75)
06/12/19 Visa payment – Genna’s card	(1,949.98)
06/12/19 Deposit – Fines, fees, misc.	4,068.27
06/13/19 Checks issued – Payroll	(33,337.02)
06/19/19 Amazon.com payment	(2,627.43)
06/20/19 Deposit – Fines, fees, misc.	803.35
06/20/19 Visa payment – Genna’s card	(1,888.56)
06/24/19 Checks issued – Bills	<u>(53,413.86)</u>
06/24/19 Balance	304,427.88

WORKING CASH FUND

05/20/19 Balance	215,116.03
05/31/19 Interest 185701	<u>274.05</u>
06/24/19 Balance	215,390.08

RESERVE FUND

05/20/19 Balance	1,830,769.29
05/31/19 Interest 185728	<u>2,332.35</u>
06/24/19 Balance	1,833,101.64

Mrs. Buhr reported that approximately 75 people attended Grandparent's Day on June 22 for an ice cream social and games. She also reported that 849 people have signed up for Summer Reading including 342 high schoolers and adults. Mr. Cadwalader asked if there had been any feedback on the Beanstack app. Mrs. Buhr responded that there had been a lot of positive comments.

Mrs. Buhr asked the board about the policies that were mentioned in her director's report regarding the Discipline and Open Door Communication Policy and the Employees Addressing the Board policy. She stated that both policies are very similar with the latter being approved in 1994. Mrs. Buhr is working with HR Source on new personnel policies and the consultant was asking if the board feels there needs to be two policies and if the board wants to keep steps C & D of the open door policy. The consultant noted that sometimes staff sees this as a way to go beyond the director to the board with minor personnel matters. Mrs. Cole doesn't feel that there needs to be two policies; the board agreed. After discussion, the board decided to remove the staff addressing the board policy from 1994 as well as the two steps from the open door policy. Mrs. Buhr stated that she will have the consultant review the Discipline and Open Door Communication policy and ask him to provide a suggestion for revision.

Mrs. Buhr reported on library statistics.

M/S/P (Lasswell/Cadwalader) to approve the fiscal year 2020 working budget. On discussion Mrs. Buhr stated that this is the final draft and what she will use to prepare the Budget and Appropriation ordinance. On roll call all present voting yes.

M/S/P (Cole/Lasswell) to approve a transfer from the general fund balance as of June 30, 2019, to the designated reserve fund. On discussion, Mrs. Buhr stated that as of this meeting we do not have a firm number to be transferred. She stated, there is some remaining bills to be taken from the fiscal year 2019 budget. Mrs. Buhr reported that the current estimate for potential transfer is \$50,000-\$60,000. She stated that money did not have to be transferred from the reserve fund to pay for the study room addition. Mr. Cadwalader stated that in the future the board may want to think about how much is transferred due to the minimum wage increase, since once money is moved to the reserve fund it can't be taken out and used for payroll. Mrs. Buhr stated that the reserve fund can only be used for capital projects.

Mr. Sherwood reminded the board to let Mrs. Buhr know if they are interested in attending the ILA conference.

M/S/P (Cadwalader/Lasswell) moved to adjourn at 6:26 p.m.

Secretary

Approved as _____
July 29, 2019

Recorded by: Tamara A. Geier