

FONDULAC DISTRICT LIBRARY
 BOARD OF TRUSTEES
 MINUTES OF THE REGULAR MEETING
 October 26, 2015

Members of the Fondulac District Library Board of Trustees met in regular session on Monday, October 26, 2015. President Cole called the meeting to order at 6:04 p.m.

On roll call the following members were present: Mrs. Cole, Mrs. Herring, Mrs. Humphrey, Mrs. Laredo and Mr. Sherwood. Also present were Mrs. Buhr, Director and Mrs. Geier, Business Manager. Mr. Lasswell attended via teleconference.

M/S/P (Herring/Laredo) to approve the consent agenda which includes the September board meeting minutes, executive session minutes, treasurer's report and approval of bills.

Treasurer's Report:

GENERAL FUND CHECKING

09/28/15 Balance	1,028,863.05
09/28/15 IDES payment	(187.93)
09/29/15 Deposit – Fines, fees, misc.	110.20
09/30/15 Interest – 185736	323.33
10/05/15 Waste Management payment	(168.42)
10/06/15 Ameren Illinois payment	(7,845.99)
10/06/15 Comcast Cable payment	(294.92)
10/07/15 Deposit – Replacement Tax	20,456.22
10/08/15 Checks issued – Payroll	(31,480.73)
10/08/15 Credit Card payment	(344.31)
10/15/15 Deposit – Fines, fees, misc.	1,025.23
10/22/15 Checks issued – Payroll	(31,340.90)
10/23/15 Aflac payment	(217.74)
10/23/15 Deposit – Fines, fees, misc.	5,963.92
10/23/15 Amazon.com payment	(796.02)
10/26/15 Checks issued – Bills	<u>(42,115.41)</u>
10/26/15 Balance	941,949.58

WORKING CASH FUND

09/28/15 Balance	208,410.60
09/30/15 Interest 185701	<u>65.09</u>
10/26/15 Balance	208,475.69

RESERVE FUND

09/28/15 Balance	2,638,177.46
09/30/15 Interest 185728	<u>823.98</u>
10/26/15 Balance	2,639,001.44

ENTERPRISE FUND

09/28/15 Balance	24,499.23
09/30/15 Interest 185698	<u>7.65</u>
10/26/15 Balance	24,506.88

Mrs. Herring reported that Mrs. Geier made one authorized transfer in October. The transfer was made on October 26 for \$346.00 from the donations account to the checking account.

Mrs. Cole appointed Mr. Sherwood secretary pro-tem.

Mrs. Buhr reported that she has hired Mackenzie Bennett as IT assistant.

Mrs. Buhr informed the board that she has signed the design development contract for the Reading Garden that was approved in August.

Mrs. Buhr reported that she has received 28 applicants for the reference assistant position and five applicants for the newly created communications position.

Mrs. Buhr reported that the city is working with the green team on a possible solar energy demonstration project and has asked Mrs. Buhr to sit in on the meetings.

Mrs. Laredo thanked the library staff for being part of the high school's maker club.

Mrs. Buhr reported on monthly statistics.

M/S/P (Herring/Sherwood) to approve FY2015 audit. On discussion, Mrs. Cole stated that this is a draft of the audit and that originally we were told that the auditor didn't feel there would be any changes, but he has since reported to Mrs. Buhr that they are looking into a change. Mrs. Buhr stated that she spoke with the auditor and he is having someone in his office check to make sure that they are treating the property taxes correctly in the layout of their paperwork. Once that is confirmed he will prepare the management representation letter for the library to sign and return. Mrs. Buhr reported that if there are changes to the audit, the board would most likely have to have a special meeting to approve the final audit. The board also discussed the material weaknesses in the internal control letter from the auditor, and what the board can do to improve so that next year some of the material weaknesses can possibly be removed from the letter. Mrs. Cole encouraged the board to look through the bills and ask questions. Mrs. Buhr stated that all the invoices paid during the month are brought to the meeting. The board decided that the treasurer or in the treasurer's absence a member of the board, would arrive before the board meeting to look through and initial all the invoices.

M/S/P (Sherwood/Herring) to approve an additional bond payment. On roll call, all present voting yea.

M/S/P (Herring/Humphrey) to approve changing the date of the November board meeting from November 30 to December 7.

M/S/P (Sherwood/Herring) to approve the payment of the November bills on November 24.

M/S/P (Herring/Laredo) to go into Executive Session at 6:31 p.m. to discuss 5 ILCS 120/2 c (3), the selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. On roll call, all present voting yea.

M/S/P (Herring/Sherwood) to return to regular session at 6:47 p.m.

Mrs. Laredo stated that she appreciates emails from Mrs. Buhr regarding what has been going on in the library. She stated that she is becoming concerned for the staff and is wondering if it is time to begin thinking about hiring a security guard. She feels that the staff should not be put in the position to try to restrain a person where they could be injured. Mrs. Buhr explained some of the safety procedures the library already has in place. Mrs. Laredo would like Mrs. Buhr to start keeping statistics on incidents that happen in the library.

M/S/P (Sherwood/Laredo) to adjourn at 7:10 p.m.

Secretary Pro Tem

Approved as _____
December 7, 2015

Recorded by: Tamara A. Geier