

FONDULAC DISTRICT LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
October 30, 2017

Members of the Fondulac District Library Board of Trustees met in regular session on Monday, October 30, 2017. President Lasswell 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, Mr. Lasswell and Mr. Sherwood. Also present were Mrs. Buhr, Director and Mrs. Geier, Business Manager. Mrs. Humphrey was absent.

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

Treasurer's Report:

GENERAL FUND CHECKING

|   |                    |
|---|--------------------|
| 09/25/17 Balance                        | 1,240,859.93       |
| 09/25/17 Check issued – Smith insurance | (598.00)           |
| 09/26/17 Deposit – Fines, fees, misc.   | 246.70             |
| 09/27/17 IDES payment                   | (229.60)           |
| 09/28/17 Aflac payment                  | (202.28)           |
| 09/30/17 Interest 185736                | 883.99             |
| 10/05/17 Checks issued – Payroll        | (31,256.00)        |
| 10/05/17 Ameren Illinois payment        | (4,078.43)         |
| 10/05/17 Comcast Cable payment          | (302.67)           |
| 10/05/17 Waste Management payment       | (238.36)           |
| 10/05/17 Deposit – City of East Peoria  | 2,893.07           |
| 10/09/17 Visa payment – Tammy           | (82.92)            |
| 10/09/17 Visa payment – Genna           | (317.95)           |
| 10/10/17 Deposit – Replacement Tax      | 13,520.90          |
| 10/12/17 Deposit – Fines, fees, misc.   | 372.91             |
| 10/19/17 Deposit – Fines, fees, misc.   | 2,222.85           |
| 10/19/17 Checks issued – Payroll        | (32,199.99)        |
| 10/24/17 Deposit – City of East Peoria  | (3,477.89)         |
| 10/24/17 Amazon.com payment             | (1,262.39)         |
| 10/25/17 Aflac payment                  | (202.28)           |
| 10/26/17 Deposit – Fines, fees, misc.   | 1,018.40           |
| 10/30/17 Checks issued – Bills          | <u>(55,878.38)</u> |
| 10/30/17 Balance                        | 1,138,647.39       |

WORKING CASH FUND

|                          |               |
|--------------------------|---------------|
| 09/25/17 Balance         | 210,412.87    |
| 09/30/17 Interest 185701 | <u>150.46</u> |
| 10/30/17 Balance         | 210,563.33    |

RESERVE FUND

|                          |                 |
|--------------------------|-----------------|
| 09/25/17 Balance         | 1,928,220.84    |
| 09/30/17 Interest 185728 | <u>1,378.81</u> |
| 10/30/17 Balance         | 1,929,599.65    |

Mrs. Buhr reported that the walkways of the reading gardens will be poured this week. She stated that the sculptures have been installed and that the community foundation will do some kind of unveiling of the statutes towards the end of November, but wait until spring to do an official dedication.

Mrs. Buhr discussed the per capita grant requirement since it will require board action between meetings. She reported that the board room has been reserved for viewing of a webinar on safety. Mrs. Buhr stated that the webinar can also be viewed individually or once it's archived. She stated that the board would need to register themselves.

Mrs. Buhr brought one of the welcome packets for new patrons as well as one of the Wi-Fi Hot Spots to show the board. She stated that the goal is to have the hot spots ready to check out by mid-December. Mrs. Laredo asked how long it takes to get the hot spots once they're ordered, Mrs. Buhr replied that it takes 3-4 days. Mr. Lasswell asked about the yearly cost for the hot spots. Mrs. Buhr stated that it is \$18 for each device and \$120 per unit for a year for the service, which is 4G internet service. Mr. Cadwalader asked what the checkout period was on the item, Mrs. Buhr stated that they will checkout for two weeks with one renewal.

Mrs. Buhr reported on monthly statistics and correspondence.

M/S/P (Sherwood/Cole) to approve FY 2017 audit. On discussion, Mrs. Cole stated that the auditors made a note in the internal control letter about manual journal entries that are done by the business manager, she asked what kind of journal entries the auditors were referring to. Mrs. Geier stated that they are entries made when in the original record the wrong budget line was chosen or if it is decided to change the budget line to something that may be more accurate than what was originally chosen. Mrs. Cole stated that the letter requested that the director or board does a review of the manual entries. Mrs. Geier reported that Mrs. Buhr does look at the entries and started doing so last year after it was requested by the auditors. She stated that it just so happened that the one entry that was reviewed during the audit was the first one that was completed in FY17, before it was requested and that was one Mrs. Buhr did not review. Mrs. Geier also informed the board that the journal entries were the ones sent by the auditor after the FY16 audit. Mrs. Buhr stated that anything that is feasibly possible that the auditors recommend be done to improve our audit is done.

M/S/P (Cole/Cadwalader) to approve the Wi-Fi Hot Spot lending policy.

M/S/P (Cadwalader/Sherwood) to discuss the boiler project. On discussion, Mr. Sherwood explained that since he missed the last board meeting he wanted to revisit the boiler project one more time to get some closure and not have the project looming over the board. He stated that the fact that the boilers are oversized and cycling so much concerns him. He stated that the ripple effect as explained by Entec over the entire system worries him as far as what the future holds for the life expectancy of the valves and maintenance. Mr. Sherwood stated that personally he would like to move forward and replace the boilers and be done with it. Mrs. Cole stated that she was also not at the last meeting and asked for someone to sum up the discussion. Mr. Lasswell stated that it was the consensus of the board to just stick with the current boilers as it didn't seem they would cause a big problem and felt it was more fiscally responsible to not spend the money when it may not be necessary. Mrs. Cole asked what the how much it cost to replace the boilers, she was told the bid from July was \$51,500.

Mr. Cadwalader suggested contacting an independent third party inspector to look at the boilers before making a decision. He stated that his concern with Entec's proposal from July is that, they give the board a projection, and he feels all that happens is that the clock starts on when the new boilers fail when perhaps there is 3-4 more years in the current boilers. Mr. Cadwalader also doesn't feel that Entec's end of year seven projected savings of \$51,500 is accurate as that money has already been spent and it doesn't just show back up in the library's coffers.

Mrs. Laredo stated that she feels that if it isn't broke don't fix it and when the time comes, the library will have the money to pay for replacements. She agrees that it would be a good idea to find a commercial inspector, someone who has testing and air balancing qualifications, that is not affiliated with Entec or the design company and is not an architect and find out what they have to say. Mrs. Buhr asked if there are people that do those things that don't work for companies that provide the services to correct the problem. Mrs. Laredo stated she didn't know. She recommended calling the sheet metal workers union or the pipefitters union and ask if they have union representation that is absent of a company that could do what we were asking. The board directed Mrs. Buhr to get a second opinion and contact some of the local unions to see if they can be of assistance in finding an inspector.

M/S/P (Cadwalader/Cole) to table the previous motion.

M/S/P (Sherwood/Cole) to discuss the building committee. Mr. Lasswell stated that the building committee from the construction of the building was never dissolved as it is considered

a standing committee to take care of anything that may come up as well as take care of the schedule that PCM+d created. Mr. Lasswell as chair of the committee appointed Mr. Sherwood and Mr. Cadwalader to the building committee.

M/S/P (Sherwood/Laredo) to adjourn at 6:35 p.m.

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Secretary

Approved as \_\_\_\_\_  
November 27, 2017

Recorded by: Tamara A. Geier