

FONDULAC DISTRICT LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
November 27, 2017

Members of the Fondulac District Library Board of Trustees met in regular session on Monday, November 27, 2017 in the Kolb Memorial Conference Room, 400 Richland Street, East Peoria, IL. 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. Humphrey, Mrs. Laredo, and Mr. Lasswell. Also present were Mrs. Buhr, Director and Mrs. Geier, Business Manager. Mr. Sherwood was absent.

M/S/P (Cole/Grose) to approve the consent agenda, which includes the October regular board meeting minutes, the treasurer's report and the approval of bills.

Treasurer's report:

GENERAL FUND CHECKING

10/30/17 Balance	1,138,647.39
10/31/17 Deposit – Fines, fees, misc.	470.15
10/31/17 Interest 185736	1,254.21
11/02/17 Checks issued – Payroll	(33,215.66)
11/06/17 Ameren Illinois payment	(4,107.99)
11/06/17 Comcast Cable payment	(302.71)
11/06/17 Waste Management payment	(242.21)
11/10/17 Deposit – Fines, fees, misc.	550.15
11/14/17 Visa payment – Tammy	(960.76)
11/14/17 Visa payment – Genna	(753.85)
11/16/17 Checks issued – Payroll	(33,331.35)
11/16/17 Deposit – Fines, fees, misc.	520.85
11/16/17 Deposit – County Taxes	87,310.96
11/17/17 Deposit – County Tax Interest	1,009.14
11/17/17 Amazon.com payment	(1,243.81)
11/21/17 Deposit – Fines, fees, misc.	3,938.38
11/27/17 Checks issued – Bills	<u>(33,005.43)</u>
11/27/17 Balance	1,126,537.46

WORKING CASH FUND

10/30/17 Balance	210,563.33
10/31/17 Interest 185701	<u>184.60</u>
11/27/17 Balance	210,747.93

RESERVE FUND

10/30/17 Balance	1,929,599.65
10/31/17 Interest 185728	<u>1,691.70</u>
11/27/17 Balance	1,931,291.35

Mrs. Buhr reported that since receiving the announcement from BlueCross/BlueShield regarding their partnership with OSF continuing into 2018, she has been able to finalize the plan offerings for health insurance and will be distributing those choices to eligible staff. She reported that individual rates increased approximately 12%, but with some changes in staff demographics, the overall cost will remain close to the same as last year.

Mrs. Buhr reported on monthly statistics.

M/S/P (Cadwalader/Humphrey) to approve the Sexual Harassment Policy. On discussion, Mrs. Buhr reported that the Governor signed into law P.A. 100-0554, which requires local governments to take formal action to adopt a sexual harassment policy. She stated that the library has had a sexual harassment policy for some time. Mrs. Buhr stated that she sent the current policy to Phil Lenzini to ensure it complied with the law. She stated that Mr. Lenzini recommended adding the Violations and Consequences section. Mrs. Cole noted that in Section 4, the second to last sentence was incomplete. Mrs. Buhr believes it most likely reads “may be present.” She stated that if it is something different that changes the meaning, she will bring the policy back to the board in January.

M/S/P (Laredo/Cadwalader) to discuss and approve the staff holiday consideration. On discussion, Mrs. Buhr stated that it is very similar to past years. Mr. Lasswell stated that this is something the board has been doing for some time.

M/S/P (Cole/Grose) to authorize the payment of the December bills on December 21, 2017. Mrs. Laredo or Mr. Lasswell will sign checks on December 21 and Mr. Lasswell and Mrs. Laredo will sign payroll on Dec. 27 with Mr. Grose as a back-up.

Mr. Sherwood arrived at 6:11 p.m.

M/S/P (Laredo/Humphrey) to take the boiler project off the table. On discussion, Mrs. Buhr stated that she contacted the sheet metal union who directed her to the steam fitters union, who contacted Ruyle Corporation to come look at the boilers. Mrs. Buhr reported that when the gentlemen from Ruyle came out they reported that the boilers were cycling fine and didn't see a need to replace them from what they saw while they were here. She stated that Ruyle noted several things that could be tried, but Mrs. Buhr assumes that Entec would have tried everything that was suggested. Mrs. Buhr asked Ruyle if there is an inspector that would come and look over the boilers. They stated that the library would probably have to hire an engineering firm to come look at them from the bottom up. Mr. Lasswell stated that he would like Mrs. Buhr to pursue looking for an engineering firm to get a cost. Mrs. Cole clarified that

Mr. Lasswell wanted Mrs. Buhr to contact an engineering firm to see what the cost would be to come take a look at the boilers. Mrs. Cole asked that if the library does hire someone, will they have access to any reports on what has already been done and how the boilers have been working. Mrs. Buhr stated she would look into getting any historical data that may be needed.

M/S/P (Sherwood/Laredo) to table the previous motion.

M/S/P (Cole/Cadwalader) to discuss the Library Safety/Security Webinar. On discussion Mrs. Buhr informed the board that the library has been doing several of the suggested safety recommendations for some time. She stated that there are some areas that the library may want to add cameras to achieve better sight lines. There was discussion on if the library should have Narcan in the building. Mrs. Laredo stated that she feels that with the emergency response system that East Peoria has, she believes the safest thing for staff to do is to call 911. Mrs. Buhr stated that she has discussed this topic with the managers and there hasn't been a consensus among them. She agrees that for the safety of the staff, calling 911 is the best option. Mrs. Laredo asked if the staff is CPR/AED trained. Mrs. Buhr stated that two firefighter/paramedics from the East Peoria Fire Department came to the August staff day and trained staff on both as well as other basic first aid. Mrs. Cole asked if a police officer comes in and does a walk around on a regular basis. Mrs. Buhr stated that it ebbs and flows and that we have asked that they walk thru, but not on a regular schedule.

M/S/P (Sherwood/Cadwalader) to adjourn at 6:24 p.m.

Secretary

Approved as _____
January 29, 2018

Recorded by: Tamara A. Geier