

FONDULAC DISTRICT LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
July 31, 2017

Members of the Fondulac District Library Board of Trustees met in regular session on Monday, July 31, 2017. President Lasswell called the meeting to order at 6:01 p.m.

On roll call the following members were present: Mr. Cadwalader, Mr. Grose, Mrs. Humphrey, Mr. Lasswell, Mrs. Laredo and Mr. Sherwood. Also present were Mrs. Buhr, Director and Mrs. Geier, Business Manager. Mrs. Cole was absent. Andy Traver & Luke Wirtz from Entec were also in attendance.

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

Treasurer's Report:

GENERAL FUND CHECKING

06/26/17 Balance	332,760.74
06/28/17 Aflac payment	(303.42)
06/28/17 Checks issued – Bills	(4,572.70)
06/29/17 Checks issued – Payroll	(33,323.38)
06/29/17 Visa payment – Tammy	(376.24)
06/29/17 Visa payment – Genna	(4,216.82)
06/29/17 Amazon.com payment	(1,980.96)
06/29/17 IDES payment	(466.73)
06/29/17 Transfer – Checking to Reserve	(77,000.00)
06/30/17 Interest 185736	360.40
07/03/17 Deposit – County Taxes	722,221.36
07/05/17 Waste Management payment	(233.70)
07/10/17 Deposit – Replacement Tax	19,805.75
07/11/17 Deposit – Fines, fees, misc.	3,915.53
07/12/17 Ameren Illinois payment	(4,010.73)
07/12/17 Comcast Cable payment	(302.60)
07/13/17 Checks issued – Payroll	(29,629.70)
07/18/17 Deposit – Fines, fees, misc.	755.66
07/21/17 Visa payment – Genna	(7.30)
07/26/17 Deposit – Fines, fees, misc.	846.80
07/27/17 Checks issued – Payroll	(33,138.87)
07/27/17 Deposit – Fines, fees, misc.	3,177.94
07/27/17 Aflac payment	(202.28)

07/27/17 Amazon.com payment	(886.18)
07/31/17 Checks issued – Bills	<u>(58,293.15)</u>
07/31/17 Balance	834,899.42

WORKING CASH FUND

06/26/17 Balance	209,972.06
06/30/17 Interest 185701	120.81
07/18/17 Deposit – To Keep Account Active	<u>1.00</u>
07/31/17 Balance	210,093.87

RESERVE FUND

06/26/17 Balance	1,847,231.76
06/29/17 Transfer – Checking to Reserve	77,000.00
06/30/17 Interest 185728	<u>1,065.74</u>
07/31/17 Balance	1,925,297.50

Mrs. Buhr reported that the library had a very successful Saturday on July 29. She stated that staff had over 250 people stop by the library’s booth at the Crittenton Center’s Kids Day and 65 people stopped in the building to do crafts. Mrs. Buhr reported that the Summer Reading party was held that evening and had 170 people in attendance.

Mrs. Buhr reported that she is working on the annual report. She stated that she will have final numbers and charts at the next meeting but as a preview some of the numbers are, program attendance is up 10%, circulation is down 7%, downloadables are up about 33%, the door count is up about 7%, and study room usage is up 35%.

Mrs. Buhr reported on statistics.

M/S/P (Sherwood/Grose) to approve the boiler project. On discussion Mrs. Buhr stated that she has invited Entec to attend this meeting. Mrs. Buhr reported that over the last few months she has updated the board about the boilers and the concerns about their size in relation to the square footage they’re servicing and how that affects their life span and energy efficiency. Mrs. Buhr stated that she has done her best to explain everything, but felt that the experts would be able to give a more complete explanation. Mrs. Buhr informed the board that the library has a maintenance and service contract with Entec and that they do all the HVAC work for the library and brought this issue to her attention. She introduced Andy Traver and Luke Wirtz. Mrs. Laredo asked if Entec was the installer of the original system and was told they were not, they just installed the controls on top of the boilers. Mrs. Buhr opened the discussion by stating that in their packets the board received a proposal sent by Michael Meister and that there had been some conversation last month about installing an additional smaller boiler that would help balance the larger boilers. She stated that the recommendation she received was a little different, it proposes replacing one of the larger boilers to take advantage of existing pad and hook-ups.

Mr. Wirtz explained that there were a lot of issues trying to get the boilers to run and stay running, they cycle a lot. He stated that initially Entec tried to change some of the flows, a balancer was brought out to try to stretch out the cycle time, but it only made a nominal improvement. Mr. Traver stated that a modulating boiler, like the ones that are installed, should be able to be set to run at its minimum output and it should just run and not need any further input to maintain the low hot water temperature. He stated that the current boilers, when they are running, are like they are either on or off and that when they are given minimum input, in a matter of minutes the water is up to 190 degrees, then they shut it off. As Mr. Traver was looking at the boilers before the meeting, he could see that they were running at an excessive 12-13 cycles an hour to keep a water temperature of 100-110 degrees. He stated that the manufacturer says that 7 cycles per hour is normal, but Mr. Traver is seeing much more than that. Mr. Traver stated that he has spent a lot of time slowing down the control, letting the water heat, then shutting it off. When that is done, he sees excessive temperature changes. He stated that the water will get up to 130 degrees, he will shut it off and in a matter of minutes the water cools to 100 degrees. Mr. Wirtz added that the boilers in the design had a turn down of 20-1, but the boilers that were actually installed have a 4-1 turn down. He stated that it probably would have been ok to have oversized boilers, but because we have the less turn down machines, it can't deal with the low load and that is most of the issue. Mr. Lasswell asked if there could be problems with other parts of the system due to the fluctuating temperatures. Mr. Wirtz did not think so. Mrs. Buhr asked about the replacement of igniters. Mr. Traver stated that igniters are something that need replaced over the life of a boiler, but in this case the constant cycling could speed up the need for replacement. Mr. Lasswell asked that although there has been discussion on replacing one of the larger boilers, would it be possible to leave it and have all three. Mr. Wirtz replied that it was possible. Mr. Lasswell also asked if there was any value in the larger boiler if it was removed, could it be sold. Mr. Wirtz stated that it has been discussed, but they are not sure they could find a buyer. Mr. Traver and Mr. Wirtz left at 6:30 p.m.

On discussion regarding the boilers, Mrs. Laredo asked if Dewberry had any responsibility. Mrs. Buhr stated that she asked the library's attorney if the library had any recourse at this point and he responded that there were enough complication and revisions to the project, as well as other circumstances, for Dewberry to avoid real liability for the design. Mr. Cadwalader asked if anyone from the manufacturer has been out to look at the boilers or if they are just sending specs over email. Mr. Lasswell stated that Dewberry sent the specs from the manufacturer. Mr. Cadwalader asked if anyone from Dewberry had been out to look at the boilers. Mrs. Buhr stated that engineers from Dewberry had been here, looked at the boilers and had a meeting with herself and Entec. Mrs. Laredo asked if there had been any big complaints about the air quality or balance of air in the building. Mrs. Buhr stated that there hadn't been. Mrs. Laredo commented that if everything seems to be working, why spend the money to replace the boiler. Mr. Lasswell stated that the constant cycling is also causing wear and tear on other parts of the system. Mr. Cadwalader stated that he would like to know what the life cycle of the valves are and what it costs to replace them. Mrs. Laredo agreed. Mr.

Lasswell stated that the board would like to see from Entec a projection on maintenance for the system caused by the excessive cycling. Mrs. Laredo added that she would like to also receive the potential costs for the maintenance.

Mr. Lasswell stated that he feels the previous motion needs to be tabled for as long as it takes to get answers to their questions. Mrs. Buhr verified the questions to be, how many valves there are, the life span of the valves under normal conditions and under our excessive cycling, the cost to replace each valve and a projection of maintenance costs to the system including igniters and any other costs Entec foresees with this issue.

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

M/S/P (Cadwalader/Humphrey) to approve Maintenance Levy Ordinance 17-293.

M/S/P (Sherwood/Laredo) to approve the family leave request.

M/S/P (Grose/Sherwood) to approve revising the August 15 operating hours. On discussion, Mrs. Buhr stated that August 15 is the next staff training day and she is requesting that the library open at 1:00 on instead of 11:00. She reported that the staff will be receiving safety training which will include instruction on CPR/AED/choking, first aid and blood borne pathogens and biohazards. The training will begin at 8:30 and is expected to take 3 hours to be followed by a brief staff meeting. Mr. Lasswell suggested that Mrs. Buhr change library policy that would give her the authority to alter the library's regular operating hours for staff meetings or emergency situations.

M/S/P (Humphrey/Cadwalader) to keep the executive session minutes closed.

Mr. Lasswell appointed Mrs. Laredo and Mrs. Humphrey to audit the secretary's minutes for the FY 2016-17 annual report.

Mr. Lasswell and Mr. Sherwood congratulated Mrs. Buhr on the wonderful job the staff does with the library's social media presence.

M/S/P (Sherwood/Cadwalader) to adjourn at 7.00 p.m.

---

Secretary

Approved as \_\_\_\_\_  
August 28, 2017

Recorded by: Tamara A. Geier