

FONDULAC DISTRICT LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
July 29, 2019

Members of the Fondulac District Library Board of Trustees met in regular session on Monday, July 29, 2019 in the Kolb Memorial Conference Room, 400 Richland Street, East Peoria.

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

It was reported that Mrs. Laredo resigned her position on the board and therefore her position as secretary. The board expressed appreciation for her service, and Mrs. Buhr reported that the library would present Mrs. Laredo with a recognition certificate for her service. Mrs. Humphry nominated Mrs. Cole for secretary. Mr. Cadwalader seconded. On roll call all present voting yea.

M/S/P (Grose/Cadwalader) to approve the consent agenda which includes the June board meeting minutes and approval of bills.

Treasurer's Report:

GENERAL FUND CHECKING

06/24/19 Balance	304,427.88
06/25/19 Visa payment – Tammy	(673.46)
06/26/19 Aflac payment	(202.28)
06/27/19 Checks issued – Payroll	(33,299.51)
06/27/19 Checks issued – Payroll insurance	(5,836.37)
06/27/19 IDES payment	(394.75)
06/27/19 Deposit – Fines, fees, misc.	339.83
06/27/19 Amazon.com payment	(784.54)
06/27/19 Transfer – Checking to Reserve	(40,000.00)
06/27/19 Checks issued – Bills	(42,103.92)
06/30/19 Interest 185735	703.69
07/05/19 Deposit – County taxes	775,161.63
07/11/19 Ameren Illinois payment	(7,646.11)
07/11/19 Comcast Cable payment	(327.68)
07/11/19 Checks issued – Payroll	(32,832.28)
07/11/19 Deposit – Replacement Tax	18,370.84
07/16/19 Visa payment – Tammy	(206.00)
07/16/19 Visa payment – Genna	(44.00)
07/16/19 Deposit – Fines, fees, misc.	805.40
07/18/19 Waste Management payment	(205.35)

07/24/19 Deposit – Fines, fees, misc.	860.21
07/24/19 Amazon.com payment	(996.16)
07/25/19 Checks issued – Payroll	(34,465.12)
07/25/19 Aflac payment	(202.28)
07/29/19 Checks issued – Bills	<u>(62,597.62)</u>
07/29/19 Balance	837,852.05

WORKING CASH FUND

06/24/19 Balance	215,390.08
06/30/19 Interest 185701	<u>247.85</u>
07/29/19 Balance	215,637.93

RESERVE FUND

06/24/19 Balance	1,833,101.64
06/27/19 Transfer – Checking to Reserve	40,000.00
06/30/19 Interest 185728	<u>2,112.61</u>
07/29/19 Balance	1,875,214.25

Mr. Cadwalader reported that Mrs. Geier made an authorized transfer on June 27 in the amount of \$40,000 from the checking account to the reserve fund.

Mrs. Buhr informed the board that she had a kick-off call with HR Source regarding the compensation project. She stated that she submitted the director’s job description in conjunction with those of all staff members. For the board’s review, Mrs. Buhr also included it in the board packet what was submitted to HR Source as she made some minor changes for consistency purposes.

Mrs. Buhr reported that she has received from HR Source the first draft of the new employee’s handbook and included it in the board packet. She stated that she has distributed it to the managers but has not had a chance to discuss it with them. Mrs. Buhr reported that the biggest change is that the vacation and sick time policies would change to an accrual basis and would include the part time employees. Mrs. Buhr asked the board to let her know if they had any questions or suggested revisions.

Mrs. Buhr asked the board if they would like her to post something on the website regarding the board vacancy. The board stated they would like her to post the same information that has been posted in the past.

Mrs. Buhr reported on statistics. Mr. Sherwood asked about the internet hits dropping from last month. Mrs. Buhr said she would ask the IT person to look into it.

M/S/P (Cole/Grose) to approve Maintenance Levy Ordinance 19-302. On roll call all present voting yea.

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

M/S/P (Cadwalader/Grose) to approve the purchase of an ESXi Host Server. Mrs. Buhr reported that this purchase is the beginning of the network update project. The board will go forward with the CDW bid.

M/S/P (Grose/Cadwalader) to adjourn at 6:27 p.m.

Secretary

Approved as _____
August 26, 2019

Recorded by: Tamara A. Geier