

FONDULAC DISTRICT LIBRARY  
BOARD OF TRUSTEES  
BUDGET AND APPROPRIATION HEARING  
AND  
MINUTES OF THE REGULAR MEETING  
August 31, 2015

Mrs. Cole called the Budget and Appropriation Hearing to order at 5:46 p.m. Members present were: Mrs. Cole, Mrs. Herring, Mrs. Humphrey, Mrs. Laredo, Mr. Lasswell, and Mr. Sherwood. Also present were Mrs. Buhr, Public Services Manager and Mrs. Geier, Business Manager. Mr. Johnston was absent. There was some discussion on the budget. M/S/P (Lasswell/Sherwood) to close the Budget and Appropriation Hearing at 6:00 p.m.

Members of the Fondulac District Library Board of Trustees met in regular session on Monday, August 31, 2015. Vice President Cole called the meeting to order at 6:00 p.m.

On roll call the following members were present: Mrs. Cole, Mrs. Herring, Mrs. Humphrey, Mrs. Laredo, Mr. Lasswell, and Mr. Sherwood. Also present were Mrs. Buhr, Public Services Manager and Mrs. Geier, Business Manager. Attorney Gary Schmidt was also in attendance. Mr. Johnston was absent.

Upon agenda review, Mr. Lasswell moved the Executive Session to before closing comments.

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

M/S/P (Lasswell/Herring) to approve the correction in the July minutes to reflect that Mrs. Cole opened in the meeting due to Mr. Johnston's absence.

Treasurer's Report:

GENERAL FUND CHECKING

07/27/15 Balance	644,817.28
07/09/15 Deposit – Replacement Tax	20,349.24
07/27/15 Check issued – BCBS Mr. Smith	(524.00)
07/27/15 Check issued – USPS	(400.00)
07/30/15 Checks issued – Payroll	(30,867.46)
07/30/15 Transfer – Reserve to checking	16,287.30
07/31/15 Interest 185736	310.48
08/06/15 Waste Management Payment	(170.36)
08/11/15 Ameren Illinois Payment	(8,728.31)
08/11/15 Comcast Cable Payment	(294.92)
08/11/15 Visa Payment	(1,266.89)

08/12/15 Deposit – Replacement Tax	2,742.44
08/13/15 Checks issued – Payroll	(30,440.85)
08/20/15 Aflac payment	(217.74)
08/24/15 Deposit – Fines, fees, misc.	870.85
08/24/15 Amazon.com payment	(1,380.43)
08/25/15 Deposit – Fines, fees, misc.	6,027.89
08/27/15 Checks issued – Payroll	(30,108.06)
08/28/15 Deposit – Fines, fees, misc.	1,040.85
08/28/15 Transfer – Donation to checking	3,073.95
08/31/15 Checks issued – Bills	<u>(31,485.64)</u>
08/31/15 Balance	559,635.62

#### WORKING CASH FUND

07/27/15 Balance	208,276.14
07/31/15 Interest 185701	<u>67.22</u>
08/31/15 Balance	208,343.36

#### RESERVE FUND

07/27/15 Balance	2,652,757.78
07/30/15 Transfer – Reserve to checking	(16,287.30)
07/31/15 Interest 185728	<u>855.81</u>
08/31/15 Balance	2,637,326.29

#### ENTERPRISE FUND

07/27/15 Balance	24,483.43
07/31/15 Interest 185698	<u>7.90</u>
08/31/15 Balance	24,491.33

Mrs. Herring reported that Mrs. Geier made one authorized transfer in August. The transfer was made on August 28 for \$3,073.95 from the donations account to the checking account. This transfer was to cover the cost of the artwork purchased using the Bahnfleth memorial.

Mrs. Buhr reported that the library is testing a 3D printer as part of a project that is a former ILEAD USA project called Make It @ Your Library.

Mrs. Buhr reported that the staff contacted the police for a child left at the library after closing. She reported that staff tried to contact the child's parents, but the phone number on file is no longer in service and the child didn't know family's phone numbers. Mrs. Buhr reported that after waiting a half an hour, the police were notified.

Mrs. Buhr reported on the summer reading statistics. She was very pleased with the numbers. Mrs. Buhr stated that this was the first year of a new format, which was an all library

program and progress was reported by the amount of time read instead of number of items read.

Mrs. Cole gave a search committee report. She stated that 10 people had applied for the director's position. Mrs. Cole reported that from those 10 applicants, the committee chose four to interview. She reported that shortly after setting up the interviews, one candidate called to remove her name from consideration. Mrs. Cole stated that they then interviewed the three remaining applicants and the committee has chosen two for the entire board to interview. She informed the board that final two candidates are Genna Buhr and Brock Peoples, director of Dunlap Library. After some discussion, the board will hold interviews on September 10 at 6:00 p.m. and 7:00 p.m.

Mrs. Buhr reported that the Annual Report has been submitted. She is very pleased with the circulation numbers, there was also a large increase in reciprocal borrowing, up 256% over the last year. She stated that the library has doubled programming with attendance up 42%; approximately 43% of the library's service population holds a library card.

M/S/P (Lasswell/Sherwood) to adopt Budget and Appropriation Ordinance #15-285.

M/S/P (Herring/Lasswell) to approve the civic park/reading gardens design development proposal. On discussion, it was explained that this is for the space immediately outside of the children's department windows, which is the library's property. Mrs. Buhr stated that city originally approached Ms. Falasz-Peterson about moving forward with design development documents for the reading garden area. These documents would allow the city to get a more specific estimate as to what the costs would be to develop that area. Mrs. Buhr reported that the city approached the library regarding sharing costs on the design development contract only. She also reported that Ty Livingston stated that the city was interested in potentially moving forward with design development documents for the entire parcel, but that the library would only be responsible for the reading garden area. Mrs. Buhr reported that the library cannot sign any of the current documents, but in the interest of moving the project forward, is seeking permission for Mrs. Buhr and Mrs. Geier to sign the Council-approved design development contract that lists the library's contribution of no more than \$7,100 when it becomes available. Mrs. Buhr stated that the funds would come out of the Enterprise Fund.

M/S/P (Herring/Lasswell) to approve the Launchpad Lending Policy.

Mr. Johnston arrived at 6:33 p.m.

M/S/P (Sherwood/Johnston) to approve the shared digital display purchase. On discussion, Mrs. Laredo asked what the display is going to look like. Mrs. Cole asked what the library's purpose in using the display. Mr. Lasswell stated that the library currently has the displays in the building so it is an extension of those and the city will be adding their content. Mr. Lasswell stated that Channel 22 is looking into purchasing a bulletin board system, and that system can be expanded and the individual displays could be controlled through the same

software. He stated that he is going to approach the city about that option. Mrs. Buhr stated that the display will be 75" and will be mounted on the stone wall in the atrium. The library will have will have direct input of announcements. Mrs. Cole asked the cost. Mrs. Buhr stated that it was not to exceed \$4,200. Mr. Sherwood questioned whether customers would stop and view the display before entering the library. Mr. Sherwood asked that if the library had an event, could the display be used for promotion. Mrs. Buhr stated that she feels that if the library had a big program, the display could probably be taken over for that time for promotion. She stated that as it is currently proposed, it is the same software that is used on the current displays. Mrs. Herring stated that the display could actually bring in some new users. Mrs. Cole called for approval of the motion, 6 yeas, and 1 nay.

M/S/P (Lasswell/Sherwood) to go into Executive Session at 6:44 p.m. to discuss 5 ILCS 120/2 c (3), discipline, performance or removal of the occupant of a public office. On roll call, all present voting yea. Mrs. Cole asked Mrs. Buhr to not be a part of this executive session.

M/S/P (Lasswell/Humphrey) to return to regular session at 6:48 p.m.

M/S/P (Lasswell/Herring) of declaration of non-residency and that there is a vacancy on the Board of Trustees for the position that was held by Rod Johnston. On roll call all present voting yea.

Mrs. Cole stated that she had copies of resumes for the trustees that were not on the search committee to review before September 10.

M/S/P (Sherwood/Lasswell) to adjourn the meeting at 6:51 p.m.

---

Secretary

Approved as \_\_\_\_\_  
September 28, 2015

Recorded by: Tamara A. Geier