

FONDULAC DISTRICT LIBRARY  
BOARD OF TRUSTEES  
BUDGET AND APPROPRIATION HEARING  
AND  
MINUTES OF THE REGULAR MEETING  
August 28, 2017

Vice President Sherwood called the Budget and Appropriation Hearing to order at 5:48 p.m. On roll call all present voting yea. Members present were: 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. Vice President Sherwood closed the hearing at 6:03 p.m. On roll call all present voting yea.

Members of the Fondulac District Library Board of Trustees met in regular session on Monday, August 28, 2017. Vice President Sherwood called the meeting to order at 6:03 p.m.

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.

On agenda review, Mrs. Cole noted that the July minutes had the incorrect person listed as president and asked it be corrected. The correction from Cole to Lasswell was made.

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

Treasurer's Report:

GENERAL FUND CHECKING

07/31/17 Balance	834,899.42
07/31/17 Interest 185736	836.57
08/05/17 Waste Management payment	(235.20)
08/07/17 Ameren Illinois payment	(3,881.71)
08/07/17 Comcast Cable payment	(302.67)
08/07/17 Deposit – Replacement Tax	913.19
08/10/17 Checks issued – Payroll	(32,153.69)
08/10/17 Visa payment – Gena's card	(125.27)
08/10/17 Visa payment – Tammy's card	(50.00)
08/17/17 Deposit – Fines, fees, misc.	537.70
08/22/17 Deposit – Fines, fees, misc.	7,452.87
08/24/17 Checks issued – Payroll	(31,613.05)
08/24/17 Deposit – Fines, fees, misc.	765.97
08/24/17 Aflac payment	(202.28)
08/24/17 Amazon.com payment	(669.78)
08/28/17 Checks issued – Bills	<u>(37,228.85)</u>
08/28/17 Balance	738,943.22

WORKING CASH FUND

07/31/17 Balance	210,093.87
07/31/17 Interest 185701	<u>158.29</u>
08/28/17 Balance	210,252.16

RESERVE FUND

07/31/17 Balance	1,925,297.50
07/31/17 Interest 185728	<u>1,450.57</u>
08/28/17 Balance	1,926,748.07

Wil Helmick of PCM+d was not in attendance for the presentation of the maintenance, inspection, and replacement document. Mrs. Buhr reported on the maintenance, inspection, and replacement document that was provided by Wil Helmick at PCM+d and stated that the document is mostly done. Mrs. Buhr stated that when she and Mr. Helmick reviewed it, she asked that he revise a couple of items and elaborate on a few items, but what was in the packet is the basic structure of the document. Mrs. Buhr stated that this is a living document and was created to be revised. She also stated that Mr. Helmick did not provide pricing on things that are beyond 15 years as there is no way to know what costs will be at that time. Mrs. Buhr stated that several of the items under building site are things that the library is either not responsible for or not 100% responsible for as they may be shared costs with the city, but she asked Mr. Helmick to include them in the document. Mrs. Buhr explained that we contracted directly with PCM+d and that most of the items on the list are exclusively the library's responsibility, with just a few that would be joint with the city. Mrs. Cole asked how the library would use the document. Mrs. Buhr stated that the purpose of the document was to give the board an idea of when things would possibly need replaced and the potential costs associated with replacement to help with future budgeting. Mrs. Cole thinks that the board needs to review this document yearly to see if any repairs could be coming up and get an idea of what costs could be. Mrs. Buhr stated that it may be a good idea to have a third party inspector look over the building every two to three years. Mrs. Cole stated that she noticed that software and computers were not included on this document. Mrs. Buhr stated that the library has a Technology Plan that was created internally and keeps her updated on what needs to be replaced. Mrs. Cole would like to see that along with the maintenance document to keep the board up-to-date on those expenses. Mrs. Cole asked about creating a committee instead of all the work falling on the director. Mrs. Buhr stated that was a decision for the board, but if they did, she would like to be included.

Mrs. Buhr reported on the August staff meeting with two members of the East Peoria Fire Department. She stated that the staff received training on CPR, AED, basic first aid, blood borne pathogens, and biohazard clean-up. Mrs. Buhr stated that since this meeting she has been investigating purchasing sharps containers for the restrooms. She feels this would be much safer for the maintenance staff and cleaning crew.

Mrs. Buhr reported that the school supply drive was a big success. She reported that one box of supplies was delivered to Robein School and four boxes were delivered to District 86.

Mrs. Buhr reported that she is going to be purchasing more banners for the Levy District. She also informed the board that the library now has an e-newsletter that will be published every two weeks. This will not replace the paper newsletter that is mailed out quarterly.

Mrs. Buhr reported on monthly statistics as well as statistics from the annual report and summer reading.

M/S/P (Cole/Grose) to adopt Budget and Appropriation Ordinance #17-294. On roll call all present voting yea.

M/S/P (Cadwalader/Humphrey) to discuss the boiler project. Mrs. Buhr stated that the answers to the questions for Entec from the previous meeting were included in the board packets. After some discussion, Mr. Cadwalader suggested tabling the motion until the full board is in attendance.

M/S/P (Cadwalader/Cole) to table the previous motion until the full board was in attendance.

M/S/P (Cadwalader/Cole) to bring to the table discussion on the five chapters of the Trustee Facts File that are Per Capita Grant requirements. Mrs. Buhr stated that reviewing these chapters is one of the requirements for the FY18 grant. She stated that she has reviewed the chapters and feels the library is in good standing on most items discussed. Mrs. Buhr also stated that one of her goals is to review and revise the policy manual.

M/S/P (Cole/Cadwalader) to adjourn the meeting at 6:50 p.m.

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Secretary

Approved as \_\_\_\_\_  
September 25, 2017