

FONDULAC DISTRICT LIBRARY
 BOARD OF TRUSTEES
 MINUTES OF THE REGULAR MEETING
 September 30, 2019

Members of the Fondulac District Library Board of Trustees met in regular session on Monday, September 30, 2019. President Sherwood called the meeting to order at 6:00 p.m.

On roll call the following members were present: Mrs. Cole, Mr. Grose, Mrs. Humphrey, Mr. Lasswell, and Mr. Sherwood. Also present were Mrs. Buhr, Director and Mrs. Geier, Business Manager. Mr. Cadwalader was absent. Alyssa O’Laughlin was also in attendance.

M/S/P (Lasswell/Grose) to approve the consent agenda which includes the August 26 Budget & Appropriation Hearing and board meeting minutes and executive session minutes, the September 16 special meeting and executive session minutes and approval of bills.

Treasurer's Report:

GENERAL FUND CHECKING

08/26/19 Balance	698,422.88
08/29/19 Deposit – Fines, fees, misc.	491.39
08/31/19 Interest 185736	1,202.46
09/05/19 Checks issued – Payroll	(33,659.48)
09/11/19 Ameren Illinois payment	(7,077.66)
09/11/19 Comcast Cable payment	(328.13)
09/11/19 Visa payment – Tammy’s card	(107.99)
09/11/19 Visa payment – Genna’s card	(637.56)
09/14/19 Deposit – County taxes	605,431.21
09/17/19 Deposit – Fines, fees, misc.	670.26
09/18/19 Waste Management payment	(184.29)
09/19/19 Checks issued – Payroll	(33,416.79)
09/19/19 Check issued – Call One	(658.09)
09/23/19 Deposit – Per Capita Grant	28,442.50
09/25/19 Aflac payment	(202.28)
09/26/19 Amazon.com payment	(2,185.08)
09/26/19 Deposit – Fines, fees, misc.	4,636.67
09/30/19 Checks issued – Bills	<u>(58,348.29)</u>
09/30/19 Balance	1,202,491.73

WORKING CASH FUND

08/26/19 Balance	215,930.37
08/29/19 Deposit – Keep account active	1.00
08/31/19 Interest 185701	<u>248.47</u>
09/30/19 Balance	216,179.84

RESERVE FUND

08/26/19 Balance	1,877,757.35
08/31/19 Interest 185728	<u>2,160.71</u>
09/24/18 Balance	1,879,918.06

Mrs. Buhr reported that the Children’s Department has a very nice display of rocks and minerals in the display case provided by a former employee. She also reported that Sharon Crawford will be attending the Lincoln/Shute school family reading night on October 10.

Mrs. Buhr reported on statistics. She reported that the door count is an average of the last two years as the gates have not been working; but have since been fixed.

M/S/P (Cole/Humphrey) to adopt Levy Ordinance #19-304. On roll call, all present voting yea.

M/S/P (Cole/Lasswell) to approve the proposed 2020 board meeting dates.

M/S/P (Grose/Cole) to approve the proposed 2020 holidays. On discussion, Mrs. Buhr stated that the list includes the same holidays as last year as well as the staff’s continuing education days when the library opens late. Also included is RSA Day on March 19.

M/S/P (Cole/Grose) to approve the medical leave request.

M/S/P (Cole/Lasswell) to accept the Fiscal Year 2019 audit. On discussion, Mrs. Cole stated that it was a clean audit.

M/S/P (Lasswell/Grose) to approve the Employee Handbook.

M/S/P (Lasswell/Grose) to approve the market benchmarking & compensation structure development project and approval of pay structure and pay grade assignments. Mrs. Buhr stated that she sent the board the requested salary information she had received from other libraries. She stated that the next step, if the board would like to proceed, would be to approve the pay structure and pay grade assignments. Mrs. Buhr stated that this document is built to take effect January 1 with the first increase in minimum wage. She stated that the document will be adjusted every fall to stay current with market movements and to be effective the following January. Mrs. Buhr stated that the project should be redone every 3-5 years, but with the upcoming minimum wage increases, it may need to be more like 3-4 years.

M/S/P (Cole/Humphrey) to move into Executive Session at 6:24 p.m. in compliance with 5 ILCS 120/2(c)(3). The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when

the public body is given power to remove the occupant under law or ordinance. On roll call all present voting yea.

M/S/P (Lasswell/Cole) to move out of Executive Session at 6:30 p.m. On roll call all present voting yea.

M/S/P (Cole/Grose) to appoint Ellen Hanks to fill the vacant board seat until the next election. On roll call, Mrs. Cole, Mr. Grose, Mrs. Humphrey, and Mr. Sherwood voted yea, Mr. Lasswell abstained.

M/S/P (Cole/Grose) to move into Executive Session at 6:39 p.m. in compliance with 5 ILCS 120/2(c)(1). The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

M/S/P (Lasswell/Humphrey) to move out of Executive Session at 7:03 p.m. On roll call all present voting yea.

M/S/P (Lasswell/Grose) to move the director's salary to the minimum for the director as per the new benchmarking plan. On roll call all present voting yea.

M/S/P (Cole/Lasswell) to adjourn the meeting at 7:06 p.m.

Secretary

Approved as _____
October 28, 2019

Recorded by: Tamara A. Geier