

FONDULAC DISTRICT LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
October 28, 2019

Members of the Fondulac District Library Board of Trustees met in regular session on Monday, October 28, 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. Hanks, Mr. Lasswell, and Mr. Sherwood. Also present were Mrs. Buhr, Director and Mrs. Geier, Business Manager. Mr. Cadwalader and Mrs. Humphrey were absent.

New board member Ellen Hanks took the Oath of Office.

M/S/P (Lasswell/Cole) to approve the consent agenda which includes the September 30 regular board meeting and executive session minutes and approval of bills.

Treasurer's Report:

GENERAL FUND CHECKING

09/30/19 Balance	1,202,491.73
09/30/19 Interest 185736	1,418.31
10/01/19 IDES payment	(139.16)
10/01/19 MCB-Deposit slip purchase	(64.77)
10/03/19 Checks issued – Payroll	(33,517.91)
10/07/19 Ameren Illinois payment	(7,535.44)
10/07/19 Comcast Cable payment	(328.13)
10/08/19 Deposit – Fines, fees, misc.	416.66
10/08/19 Deposit – Replacement Tax	31,973.07
10/09/19 Visa payment – Tammy	(505.19)
10/09/19 Visa payment – Genna	(486.68)
10/15/19 Deposit – Fines, fees, misc.	392.92
10/17/19 Checks issued – Payroll	(33,858.58)
10/20/19 Waste Management payment	(185.05)
10/23/19 Deposit – Fines, fees, misc.	3,942.88
10/24/19 Aflac payment	(303.42)
10/24/19 Amazon.com payment	(709.90)
10/28/19 Checks issued – Bills	<u>(32,937.61)</u>
10/28/19 Balance	1,130,063.73

WORKING CASH FUND

09/30/19 Balance	216,179.84
09/30/19 Interest 185701	<u>255.86</u>
10/28/19 Balance	216,435.70

RESERVE FUND

09/30/19 Balance	1,879,918.06
09/30/19 Interest 185728	<u>2,225.00</u>
10/28/19 Balance	1,882,143.06

Mrs. Buhr reported that due to the email issues, two items on the monthly statistics were missing. She stated that there were 779 subscription database usages and two Explore More passes issued. Mrs. Buhr also reported on three programs that were well attended, Spooky Stories given by Sylvia Shults, a Read to Bunnies program and a Sugar Skull Craft program for teens.

Mrs. Buhr asked if there were any questions regarding the report from Theresa Sloan relating to the IT Hardware Infrastructure Upgrade Events. She stated that after several phone calls and conversations, the company did wave the \$5500 holding fee for the new equipment. A new unit will be arriving tomorrow.

Mr. Sherwood shared with the board what he learned at a trustee training workshop sponsored by RAILS called Keys to Running a More Successful Board Meeting led by Nancy Sylvester.

M/S/P (Grose/Cole) to review the Illinois Public Library Per Capita Grant Requirement. On discussion, Mrs. Buhr stated that on October 9 the managers and Mrs. Cole watched a pre-recorded webinar titled *"Ports in a Storm: From Facilities to Trauma: Disaster Planning and Community Resiliency at Your Library."* She stated that libraries traditionally serve as an unofficial disaster recovery center as their locations are known and their services and staff are trusted. She reported also libraries are now designated as essential services under FEMA assistance programs, so if there was a large disaster where FEMA was involved, libraries, like other essential services, take priority as far as reconnection services. Mrs. Buhr stated that she will be working on updating the library's current disaster plan.

M/S/P (Cole/Lasswell) review/revision of Open-Door Communications/Problem-Solving Procedure. On discussion, Mrs. Buhr stated that this is on the agenda at the request of two board members as it was realized after the September board meeting it was not discussed as planned as part of the handbook discussion. She reported that in August, the HR Source consultant had questions about some of the existing policies. She stated that at that time the board made the decision to remove the policy to Govern Employees Addressing the Board and to shorten the Problem-Solving Procedure to the director's decision being final. Mrs. Buhr reported that she relayed that information to HR Source, who then made the changes. She stated that when the management team reviewed the new policy, several of them asked that the board review their decision and consider keeping the steps that allow an employee to request a matter be taken to the Board as part of the Problem-Solving Procedure and for the decision of the board to be final, as they feel that the whistleblower policy may not cover all situations that involve the Director. After some discussion the board agreed that the policy should be revised. Mr. Sherwood asked if anyone would like to amend the previous motion.

M/S/P (Lasswell/Grose) to amend the motion to accept the proposed revision to the Problem-Solving Procedure.

Mrs. Cole stated that she was happy to see the library's pumpkin painting program on the front page of the Peoria Journal Star.

M/S/P (Lasswell/Grose) to adjourn at 6:36 p.m.

Secretary

Approved as _____
November 25, 2019

Recorded by: Tamara A. Geier