

FONDULAC DISTRICT LIBRARY
 BOARD OF TRUSTEES
 MINUTES OF THE REGULAR MEETING
 November 25, 2019

Members of the Fondulac District Library Board of Trustees met in regular session on Monday, November 25, 2019, in the Kolb Memorial Conference Room, 400 Richland Street, East Peoria, IL. President Sherwood called the meeting to order at 6:01 p.m.

On roll call the following members were present: Mr. Cadwalader, Mrs. Cole, Mr. Grose, Mrs. Hanks, Mrs. Humphrey, Mr. Lasswell, and Mr. Sherwood. Also present were Mrs. Buhr, Director and Mrs. Geier, Business Manager. The library's intern Alexandra Schenk was also in attendance.

M/S/P (Lasswell/Cadwalader) to approve the consent agenda, which includes the October 28, 2019, regular board meeting minutes and the approval of bills.

Treasurer's report:

GENERAL FUND CHECKING

10/28/19 Balance	1,130,063.73
10/17/19 Voided check 30501	62.85
10/29/19 Deposit – Fines, fees, misc.	322.86
10/31/19 Checks issued – Payroll	(35,705.59)
10/31/19 Interest 185736	1,456.16
11/04/19 Ameren Illinois payment	(6,734.98)
11/04/09 Comcast Cable payment	(328.36)
11/13/19 Deposit – Fines, fees, misc.	266.10
11/13/19 Deposit – County taxes	106,600.80
11/14/19 Checks issued – Payroll	(33,757.79)
11/14/19 Visa payment – Tammy's card	(1,192.52)
11/14/19 Visa payment – Genna's card	(1,344.17)
11/18/19 Deposit – Fines, fees, misc.	398.40
11/20/19 Waste Management payment	(187.29)
11/20/19 Deposit – Fines, fees, misc.	527.10
11/20/19 Amazon.com payment	(1,956.73)
11/21/19 Deposit – City of E.P. reimbursement	2,846.60
11/21/19 Aflac payment	(202.28)
11/25/19 Checks issued – Bills	<u>(31,083.84)</u>
11/25/19 Balance	1,130,051.05

WORKING CASH FUND

10/28/19 Balance	216,435.70
10/31/19 Interest 185701	<u>220.59</u>
11/25/19 Balance	216,656.29

RESERVE FUND

10/28/19 Balance	1,882,143.06
10/31/19 Interest 185728	<u>1,918.24</u>
11/25/19 Balance	1,884,061.30

Mrs. Buhr stated that she has received estimates on the possible LED project from Springfield Electric/Oberlander Electric working jointly. They estimate that the project would cost anywhere from \$20,500-\$28,000, based on options. The biggest option being if the ballasts that are currently in the fixtures are kept. Mrs. Buhr stated that several of the ballasts have already been replaced. She stated that this bid also includes about \$10,000 in AmerenIllinois rebates. The company estimates the annual savings at about \$4,600, with a 4-6-year payback depending on which project the board chooses. She stated that the project would replace the 3- and 4-foot lamps as well as the recessed lights. Mrs. Buhr asked the board to get back to her with any questions.

Mrs. Buhr reported on monthly statistics.

Alexandra Schenk addressed the board regarding her internship. Mrs. Buhr stated that Alexandra has been a great addition to the team and what a privilege it has been to host her.

M/S/P (Cole/Grose) to approve the Photography and Video Recording policy. On discussion Mrs. Buhr stated that the purpose of the policy is to impose very limited restrictions on the public's use of photography/videography in the library and to express the purpose and use of the library's photography in relation to promotion or distribution. The library uses photography to promote the library, therefore wanted a policy to help govern it. Mrs. Cole asked how patrons know they are being photographed or videotaped. Mrs. Buhr stated that the staff makes an announcement that pictures or videos are being taken and to let staff know if they don't want to be photographed. She stated that there will also be some signage posted.

M/S/P (Grose/Cadwalader) to approve the Health & Safety Policy. On discussion, Mrs. Buhr stated that there has not been anything in the policy manual that allows the library to specifically call out actions that can be taken to protect the health and safety of all our patrons. This policy addresses pests as well as personal health situations. While the policy may limit or restrict a patron's library usage and enables staff to be able to ask that they correct some things before returning to the library, it is to help protect other patrons and the library collection from a health and safety standpoint.

M/S/P (Cadwalader/Lasswell) to approve the staff holiday consideration. On discussion, Mrs. Buhr stated that this is the same proposal as last year.

M/S/P (Lasswell/Humphrey) to authorize the payment of the December bills on December 20, 2019. Mr. Sherwood and Mr. Cadwalader stated they would be available to sign checks.

M/S/P (Hanks/Cadwalader) to adjourn at 6:31 p.m.

Secretary

Approved as _____
January 27, 2020

Recorded by: Tamara A. Geier