

FONDULAC DISTRICT LIBRARY
 BOARD OF TRUSTEES
 MINUTES OF THE REGULAR MEETING
 January 27, 2020

Members of the Fondulac District Library Board of Trustees met in regular session on Monday, January 27, 2020 in the Kolb Memorial Conference Room, 400 Richland Street, East Peoria, IL. President Sherwood called the meeting to order at 6:00 p.m.

On roll call the following members were present: Mr. Cadwalader, Mrs. Cole, Mr. Grose, Mrs. Hanks, Mr. Lasswell, and Mr. Sherwood. Also present were Mrs. Buhr, Director and Mrs. Geier, Business Manager. Mrs. Humphrey was absent.

M/S/P (Grose/Cadwalader) to approve the consent agenda, which includes the November 25, 2019 board meeting minutes and the approval of bills.

Treasurer's Report:

GENERAL FUND CHECKING

12/20/19 Balance	1,031,167.51
12/03/19 Transfer from Donation Account	2,000.00
12/26/19 Checks issued – Payroll	(34,479.43)
12/26/19 Aflac payment	(202.28)
12/31/19 Interest	1,154.66
01/07/20 Ameren Illinois payment	(8,197.25)
01/07/20 Comcast Cable payment	(348.16)
01/09/20 Checks issued – Payroll	(33,572.70)
01/09/20 IDES payment	(153.64)
01/09/20 Deposit – Fines, fees, misc.	303.01
01/10/20 Deposit – Replacement Tax	19,415.42
01/14/20 Deposit – Fines, fees, misc.	497.46
01/14/20 Visa payment – Tammy’s card	(95.99)
01/14/20 Visa payment – Genna’s card	(448.34)
01/17/20 Voided check 30305	19.97
01/19/20 Waste Management payment	(188.54)
01/23/20 Checks issued – Payroll	(36,652.99)
01/23/20 Amazon.com payment	(780.59)
01/23/20 Deposit – Fines, fees, misc.	726.80
01/24/20 Deposit – City of E.P. reimbursement	3,032.09
01/27/20 Checks issued – Bills	<u>(41,602.29)</u>
01/27/20 Balance	901,594.72

WORKING CASH FUND

12/20/19 Balance	216,841.49
12/31/19 Interest 185701	<u>190.11</u>
01/27/20 Balance	217,031.60

RESERVE FUND

12/20/19 Balance	1,885,671.79
12/31/19 Interest 185728	<u>1,653.19</u>
01/27/20 Balance	1,887,324.98

Mrs. Buhr reported that the library in conjunction with the League of Women Voters of Greater Peoria held a candidate forum for the U.S. House 17th Congressional District Republican primary on January 25.

Mrs. Buhr reported that AARP Tax Services will begin on February 7 and run through April 10. She stated that sign-up began for this service on January 21 and is almost full.

Mrs. Buhr and the board discussed the library going fine free. Mrs. Cole asked Mrs. Buhr if she anticipates the library losing programs, staff or any other services by not receiving revenue from fines. Mrs. Buhr stated that she does not think anything would be lost. Mrs. Buhr stated that some libraries consider going fine free to be good customer service and some that are already fine free are seeing more items returned. She stated that there would be some preparation to going fine free such as looking at policies. Some board members expressed concern that by not having fines people would keep items for a longer period of time. Mrs. Buhr stated that in talking to other directors, they have not seen an increase in people keeping things longer. After much discussion, the board asked Mrs. Buhr to bring them some more information such as what is our yearly lost materials cost. They would also like to see how much materials other fine free libraries are seeing returned and how much it saved them. Mrs. Buhr stated that from what she understands libraries aren't seeing a great decrease in lost items, but they also aren't seeing a big increase. Mr. Lasswell stated that he would like to see a baseline, so we know what it has been the last few years, so the data can be analyzed for a year of not charging fines to know if it is working. Mrs. Buhr clarified that Mr. Lasswell wanted circulation stats, renewal stats, lost stats and dollar amounts. Mrs. Buhr stated that existing fines would be forgiven, except for lost material and possibly collection fees. Mrs. Hanks stated that she would like Mrs. Buhr to reach out to similar size libraries that are fine free to see what their challenges have been and what benefits they have seen. Mrs. Buhr stated that she understood from the board that there is enough interest that she will assemble a staff committee to prepare a proposal, making sure to start with solid statistics. Mrs. Buhr will then bring the proposal to the board at which time the board can decide how they want to proceed.

Mrs. Buhr reported on library statistics.

M/S/P (Cole/Cadwalader) to review previously closed board minutes. After some discussion the board made the decision to keep the minutes closed.

M/S/P (Lasswell/Cadwalader) to approve library closure. Mrs. Buhr asked the board to close the library for the conversion of our Internet service to fiber. She stated that she is concerned about how long the Internet will be unavailable therefore it may be a good day to say that library services are closed. Mrs. Buhr stated that all staff will report that day for a "clean-up" day. She reported that a date has not been determined but will give the public a week's notice.

M/S/P (Hanks/Cadwalader) to approve the revision to the Purchasing and Bidding Policy. On discussion, Mrs. Buhr reported that this policy was last updated in August 2018 to reflect the change in law of the bid threshold. After some discussions with Phil Lenzini, he is recommending that that policy be revised to reflect additional exceptions that are now allowed by law.

M/S/P (Cadwalader/Grose) to approve the LED conversion project. On discussion Mrs. Buhr stated that the board received two proposals for the LED lighting project. She reported that they are the same as the ones the board received in their December packet, although the proposal from Energy Harness is the revised proposal that Mrs. Buhr informed the board would be coming. Mrs. Buhr stated that the city plans on using Energy Harness to convert to LED in the shared space. As Mrs. Buhr stated in her report, one of the proposals does come under the threshold for having to go to bid, the other is not, but is someone the library has done business with in the past. She is looking for direction from the board on how they would like to proceed.

M/S/P (Lasswell/Cadwalader) to modify the previous motion to hire Energy Harness to do the LED conversion and removal of ballasts on existing light fixtures. On roll call all present voting yea.

M/S/P (Cole/Cadwalader) to approve the purchase of computer and print management software and hardware. Mrs. Buhr reported that the library has long contracted with Envisionware for computer and print management software and hardware for public computer and printing services. She stated that for the last couple of years Envisionware updates are coming out much slower than other software, which causes problems with the system. Mrs. Buhr stated that the library would like to try another print management company. She reported that it functions the same and it has been trialed on some of our computers and seems to work well. Mrs. Buhr stated that this expenditure would be paid out of the per capita grant and would include installation, training and two payment kiosks.

M/S/P (Cadwalader/Grose) to adjourn at 6:58 p.m.

President

Approved as _____
February 24, 2020

Recorded by: Tamara A. Geier