

FONDULAC DISTRICT LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
March 30, 2020

Members of the Fondulac District Library Board of Trustees met in regular session on Monday, March 30, 2020, in the Kolb Memorial Conference Room, 400 Richland Street, East Peoria, IL, and online through WebEx. In compliance of current Executive Orders from the Governor of the State of Illinois, public access to the meeting was provided remotely online or by phone. Additionally, public comments could have been submitted before the meeting to [genna@fondulaclibrary.org](mailto:genna@fondulaclibrary.org) for recitation into public record during public participation.

President Sherwood called the meeting to order at 6:00 p.m.

On roll call, the following members were present: Mr. Cadwalader-online, Mrs. Cole-phone, Mr. Grose-online, Mrs. Hanks-online, Mr. Lasswell-online, and Mr. Sherwood-phone. Also present were Mrs. Buhr, Director and Mrs. Geier, Business Manager. Mrs. Humphrey phoned in at 6:03.

M/S/P (Lasswell/Cadwalader) to approve the consent agenda, which includes the February 24 board meeting minutes and the approval of bills.

Treasurer's Report:

GENERAL FUND CHECKING

02/24/20 Balance	773,826.19
05/06/20 Check issued – TBS	(15,026.50)
02/26/20 Deposit – Fines, fees, misc.	6,234.86
02/29/20 Interest 185736	763.46
03/04/20 Ameren Illinois payment	(7,479.73)
03/05/20 Checks issued – Payroll	(36,909.63)
03/05/20 Comcast Cable payment	(365.40)
03/06/20 Check issued – Postmaster	(970.00)
03/09/20 Deposit – Replacement Tax	3,859.82
03/10/20 Visa payment – Tammy's card	(1,224.67)
03/10/20 Visa payment – Genna's card	(1,519.95)
03/11/20 Deposit – Fines, fees, misc.	418.39
03/16/20 Deposit – Fines, fees, misc.	10,396.49
03/17/20 Amazon.com payment	(1,078.73)
03/19/20 Check issued – Call One	(714.47)
03/19/20 Check issued – Postmaster	(240.00)
03/19/20 Checks issued – Payroll	(36,992.81)
03/19/20 Waste Management payment	(186.60)
03/20/20 Deposit – City of East Peoria	2,757.03

03/25/20 Aflac payment	(202.28)
03/26/20 Transfer – Reserve Fund to Checking Account	26,656.55
03/30/20 Checks issued – Bills	<u>(55,874.63)</u>
03/30/20 Balance	677,127.39

WORKING CASH FUND

02/24/20 Balance	217,215.93
02/29/20 Interest 185701	<u>151.16</u>
03/30/20 Balance	217,367.09

RESERVE FUND

02/24/20 Balance	1,888,927.91
02/29/20 Interest 185728	1,314.49
03/26/20 Transfer – Reserve Fund to Checking Account	<u>(26,656.55)</u>
03/30/20 Balance	1,863,585.85

Mr. Cadwalader reported that Mrs. Geier made two authorized transfers in March. The first on March 11 was for \$650 from the checking account to the donation account and the second on March 26 was for \$26,656.55 from the reserve fund to the checking account for the LED lighting project.

Mrs. Buhr reported that the library will start issuing temporary virtual library cards so district residents that don't currently have cards can have access to online services. She also reported that staff will start limited hours for chat help. Staff will be logged in between 10:00-12:00 and 4:00-6:00. Mrs. Buhr reported that April 8 will be the new Youth Services Librarian's first day.

Mr. Sherwood stated that he feels that everything is going well, and that Mrs. Buhr has done a good job keeping the board updated. Mrs. Buhr stated that staff have returned to work virtually from home.

Mrs. Buhr reported on library statistics.

M/S/P (Cole/Cadwalader) to approve Ratification of Library Closure and Approval of Future Services. On discussion, Mrs. Buhr stated that in speaking with attorney Phil Lenzini, he highly recommended this action. She stated that even though she was in communication with everyone on the board when ramping down services and the eventual closing of the building, he strongly suggested that since the decisions weren't made by vote but rather by individual conversations, the board should ratify that decision in full by vote and if it is the board's intention that when it's time to reintroduce services and open the library back up, rather than wait for a meeting or call a special meeting, to do so again by consensus and give Mrs. Buhr the approval to reintroduce services and open the building.

M/S/P (Cadwalader/Lasswell) to approve Authorization of Payment of Recurring and Routine Expenses. On discussion, Mrs. Buhr stated that this is like what is done in November, so bills can be paid in December without a meeting. She stated that Phil Lenzini recommended this action, which would give Mrs. Buhr the authorization to pay routine and recurring expenses with a single signature on the checks for 60 days from the passing of the motion to avoid interruption of services. She reported that the bills would be brought to the next meeting for the Board to review and verification.

M/S/P (Cadwalader/Cole) to adjourn the meeting at 6:15 p.m.

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Secretary

Approved as \_\_\_\_\_  
April 27, 2020

Recorded by: Tamara A. Geier