

FONDULAC DISTRICT LIBRARY
 BOARD OF TRUSTEES
 MINUTES OF THE ANNUAL/REORGANIZATION MEETING
 May 18, 2020

Members of the Fondulac District Library Board of Trustees met on Monday, May 18, 2020, in the Kolb Memorial Conference Room, 400 Richland Street, East Peoria, IL, and online through WebEx for their annual/reorganization meeting. 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 for recitation into public record during public participation.

President Sherwood called the meeting to order at 6:02 p.m.

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

M/S/P (Grose/Lasswell) to approve the consent agenda which includes the April 27 board meeting minutes and approval of bills.

Treasurer's Report:

GENERAL FUND CHECKING

04/27/20 Balance	597,099.89
04/28/20 Check issued – BCBS	(871.74)
04/28/20 Check issued – E.P. Woman’s Club	(35.00)
04/30/20 Checks issued – Payroll	(38392.03)
04/30/20 Check issued – Laura Francis’ insurance	(638.32)
04/30/20 Interest 185736	146.95
05/05/20 Ameren Illinois payment	(5,157.26)
05/08/20 Deposit – Replacement Tax	17,039.08
05/14/20 Checks issued – Payroll	(36,249.67)
05/14/20 Visa payment – Tammy	(251.55)
05/15/20 Visa payment – Genna	(1,661.69)
05/18/20 Checks issued – Bills	<u>(24,317.63)</u>
05/18/20 Balance	506,714.03

WORKING CASH FUND

04/27/20 Balance	217,451.65
04/30/20 Interest 185701	<u>35.75</u>
05/18/20 Balance	217,487.40

RESERVE FUND

04/27/20 Balance	1,864,320.36
04/30/20 Interest 185728	<u>306.46</u>
05/18/20 Balance	1,864,626.82

M/S/P (Cole/Cadwalader) to adjourn sine die at 6:05 p.m. On roll call, all present voting yea.

Mr. Sherwood appointed Mr. Grose President Pro-Tem.

Mr. Lasswell nominated Mr. Sherwood for the office of President. Mrs. Cole seconded the nomination.

Mr. Cadwalader nominated Mr. Grose for the office of Vice President. Mrs. Cole seconded the nomination.

Mrs. Cole nominated Mr. Cadwalader for the office of Treasurer. Mr. Sherwood seconded the nomination.

Mrs. Humphrey nominated Mrs. Cole for the office of Secretary. Mr. Cadwalader seconded the nomination.

M/S/P (Lasswell/Hanks) to approve the newly elected slate of officers.

On previous nominations, all present voted yea.

M/S/P (Lasswell/Cole) to return to regular session at 6:10 p.m. On roll call, all present voted yea.

Mrs. Buhr asked the board if they had any questions regarding she emails she has sent throughout the month or her director's report. Mr. Lasswell asked if Mrs. Buhr had received any feedback from the public on the library providing curbside service. Mrs. Buhr stated that there have been some questions online or via email. She stated that the questions have been answered with the statements that have been posted on our website. Mrs. Buhr said that there isn't much feedback after the question have been answered other than thank you or that people are looking forward to it. She stated that the public has been very patient and understanding.

Mrs. Cole asked if the library is doing reader's advisory. Mrs. Buhr stated that the library has always done reader's advisory by phone or email. She reported that Laura Warren and Laura Francis are working on an on-line form.

Mr. Sherwood asked if Mrs. Buhr is having a hard time finding cleaning supplies or masks. Mrs. Buhr stated that she is working on finding what is needed. She stated that there is

enough hand sanitizer for the staff, but not enough if the library would open to the public. She also stated that we have enough cleaning supplies for the stage the library is in, disinfecting wipes are hard to find, but we now have shop towels and disinfecting sprays. Mrs. Buhr stated that each staff member will be given a cloth mask and there are paper masks and disposable gloves for when staff works the drive-up window or drops. She stated that plexiglass dividers have been ordered for the service desks and drive-up window. Mrs. Buhr stated that she has concerns about being able to keep up with the cleaning if the public were allowed in at this time. Mr. Sherwood stated that Mrs. Buhr has everything very well covered and that all necessary precautions are being taken for when the library can open.

Mrs. Buhr reported on statistics. She stated that the stats should be taken with a grain of salt due to the inconsistencies in service and programming. She reported that the staff is still looking into how to count the virtual programming.

Mrs. Buhr reported that the first draft of FY 2020-21 working budget was in the board packet along with her explanation of how she came to the budget. She stated that she took a conservative approach to the budget due to the state of the economy. Mrs. Buhr stated that she would like some feedback from the board, so she can bring a final draft to the next board meeting for approval. Mrs. Buhr asked Mr. Cadwalader if he had any thoughts or concerns about the budget. He stated that the approach Mrs. Buhr has taken is fine at this time and that it may have to be revisited further into the fiscal year. Mrs. Cole asked that since the property taxes are due a month later this year, July 1 instead of June 1, will that delay the library's payment, and will that affect the library. Mrs. Buhr stated that the library's payment from the county will be delayed, but that shouldn't affect the library. She stated that if it does end up being an issue, the working cash fund can be used and then it can be paid back when the money is received.

Mr. Cadwalader left the meeting at 6:27 p.m.

Mrs. Hanks asked about the health insurance proposal for full time employees. Mrs. Buhr stated that was something she would like feedback on from the board. Mrs. Hanks asked that if this was something that would be in lieu of raises in July and then re-evaluated in January. Mrs. Buhr stated that was her intent. She stated that this would also include those employees that are frozen on the new wage scale that the board had expressed concern about how the library would recognize those staff members. Mrs. Cole asked if the library would be picking up the \$5,850 for the staff's insurance over the six months. Mrs. Buhr stated yes that is what the staff would normally pay for their insurance. Mrs. Hanks asked what the difference in the cost would be by doing this or giving raises as normal. Mrs. Buhr stated that she had not gotten to the point of finalizing what she would have been giving as raises. Mr. Sherwood thinks it's a good idea and shows the employees that they are appreciated. Mrs. Hanks stated that she feels good that the staff have been able to keep their jobs and not worry about being laid off. Mrs. Buhr asked what the rest of the board was thinking, they all agreed. Mrs. Buhr stated that she will work with HR Source to create a temporary policy for the board to approve at the next meeting.

Mrs. Buhr stated that there are two employees that are eligible for the insurance but opt out of taking it. She asked the board if they are interested in offering those two employees something where the equivalent amount is given to them. Mrs. Cole feels that they should receive the equivalent amount. Mr. Sherwood thinks it should be blanket across the board. The rest of the board agreed.

M/S/P (Lasswell/Grose) to approve the library's participation in the Non-Resident Fee Program. On discussion, Mrs. Buhr reported that the new non-resident card fee is \$211. She explained that we don't have the opportunity to sell many cards since we are bordered by communities that are served by other libraries. Mrs. Buhr explained that the biggest issue is that we must participate in order to offer reciprocal borrowing.

M/S/P (Lasswell/Cole) to adjourn the meeting at 6:45 p.m.

Secretary

Approved as _____
June 29, 2020