

FONDULAC DISTRICT LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
June 29, 2020

Members of the Fondulac District Library Board of Trustees met on Monday, June 29, 2020, in the Kolb Memorial Conference Room, 400 Richland Street, East Peoria, IL, and online through WebEx for their regular 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 6:01 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-on-line. Also present were Mrs. Buhr, Director and Mrs. Geier, Business Manager. Mrs. Humphrey was absent. On roll call all present voting yes.

Mr. Sherwood stated that due to the current pandemic the library is closed, and tonight's meeting will be held online.

M/S/P (Grose/Cadwalader) to approve the consent agenda which includes the May 18 board meeting minutes and approval of bills. On roll call all present voting yes.

Treasurer's Report:

GENERAL FUND CHECKING

05/18/20 Balance	506,711.03
05/19/20 Amazon.com payment	(604.29)
05/20/20 Waste Management payment	(184.14)
05/21/20 Aflac payment	(202.28)
05/28/20 Checks issued – Payroll	(37,228.37)
05/28/20 Checks issued – Payroll benefits	(5,983.00)
05/31/20 Interest 185736	125.73
06/06/20 Deposit – Fines, fees, misc.	2,339.63
06/09/20 Visa payment – Tammy	(787.18)
06/09/20 Visa payment – Genna	(3,387.18)
06/09/20 Ameren Illinois payment	(6,458.49)
06/11/20 Checks issued – Payroll	(37,540.98)
06/12/20 Deposit – Fines, fees, misc.	474.07
06/18/20 Waste Management payment	(183.64)
06/23/20 Amazon.com payment	(3,437.23)
06/24/20 Aflac payment	(202.28)
06/25/20 Checks issued – Payroll	(34,162.46)
06/26/20 Voided check #30828 – Entec	6,525.00
06/26/20 Deposit – Fines, fees, misc.	3,171.04
06/26/20 Visa payment – Tammy	(3,191.63)

06/26/20 Visa payment – Genna	(1,003.72)
06/29/20 Checks issued – Bills	<u>(110,402.05)</u>
06/29/20 Balance	274,387.58

WORKING CASH FUND

05/18/20 Balance	217,487.40
05/31/20 Interest 185701	<u>34.56</u>
06/29/20 Balance	217,521.96

RESERVE FUND

05/18/20 Balance	1,864,626.82
05/31/20 Interest 185728	<u>296.30</u>
06/29/20 Balance	1,864,923.12

Mrs. Buhr reported that she had informed the board before the library started taking returns that there were about 10,000 items checked out. She stated that approximately 7,000 items have been returned.

Mrs. Buhr stated that the library will reopen the building on Monday, July 6 with limited services and limited capacity. Mrs. Buhr stated that if any board member wanted to come in and see the building before the reopening, to let her know.

Mrs. Buhr reported on library statistics. She stated that statistics may have to be modified based on how the state wants them to be counted.

M/S/P (Cole/Grose) to approve the FY 2021 working budget. On discussion Mrs. Buhr stated that the final draft was in the board packet and this what she will use to prepare the Budget and Appropriation ordinance. She stated that it is a very conservative budget due to the unstable fiscal environment and that there are no substantial changes from the draft that was presented at the May board meeting. On roll call all present voting yes.

M/S/P (Cadwalader/Lasswell) to approve a transfer to the designated reserve fund from the general fund balance as of June 30, 2020. On discussion, Mrs. Buhr stated that \$75,000 will be transferred to the reserve fund. Mrs. Cole asked why the transfer is only \$75,000 when there is \$172,000 left. Mrs. Buhr explained that in the working budget she always includes a \$100,000 transfer from reserve, and this year that amount was not needed, so was not transferred into the general fund. On roll call all present voting yes.

M/S/P (Hanks/Cadwalader) to approve the authorization of payment of recurring and routine expenses. On discussion, Mrs. Buhr stated that this is the same motion that was recommended by attorney Phil Lenzini and approved at the March 2020 meeting. She stated that the March motion has expired, and this motion would authorize Mrs. Buhr to pay and sign checks for 60 more days in case the library board would still not be able to meet in person. On roll call all present voting yes.

M/S/P (Grose/Lasswell) to approve Resolution No 20-305: Resolution Authorizing a Temporary Adjustment to Employee Contributions to Health Insurance Rates. On discussion, Mrs. Buhr stated that at May's board meeting when she presented the working budget draft, she discussed how for the first time the library will be moving the timing of staff compensation from July 1 to January 1. The board also

discussed how to show recognition for full-time staff compensation until the January review. Mrs. Buhr stated that at that point the board seemed in favor of adjusting the full-time employee's contributions to their health insurance, so she talked with the attorney about what a motion or resolution should look like. Mrs. Buhr is presenting the resolution that she wrote and was approved by the attorney. On roll call all present voting yes.

M/S/P (Lasswell/Cole) to approve Resolution No. 20-306: Commercial Credit Card Borrowing Resolution. On discussion, Mrs. Buhr stated that this resolution was brought to the library by Morton Community Bank. She stated that the library has long had two credit cards with one credit line. Mrs. Buhr stated that this doesn't change the library's credit limit, but that it is just a paperwork update for the bank. On roll call all present voting yes.

M/S/P (Lasswell/Hanks) to approve the purchase of access points and switches. On discussion Mrs. Buhr reported that there was a quote from CDW for new access points and switches. Mrs. Buhr explained that this is what makes the WiFi work. She also reported that this is the first time being replaced since the library opened in 2013. On roll call all present voting yes.

M/S/P (Cole/Cadwalader) to approve a temporary policy for facility use and services during the COVID-19 pandemic. On discussion Mrs. Buhr stated this is a policy for approval as the library is planning on reopening. She stated that for the health and safety of the staff and community there are some limitations that need to be put in place that are not how the library normally operates. Mrs. Buhr reported that these limitations are different than what is already in board approved policies. She stated that this policy was sent to the attorney and he approved it. One of the bigger inclusions in the policy is that masks will be required be worn by staff and public to enter the building. Mrs. Buhr stated that while it may seem restrictive to put these limitations in place, she does not feel that the library can reopen and provide services without them. On roll call all present voting yes.

Mrs. Buhr informed the board that she will be investigating how the meeting can be held next month when the library is open. She stated that there is not enough room in the board room to social distance.

M/S/P (Lasswell/Cadwalader) moved to adjourn at 6:43 p.m. On roll call all present voting yes.

Secretary

Approved as _____
July 27, 2020

Recorded by: Tamara A. Geier