

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

Members of the Fondulac District Library Board of Trustees met on Monday, July 27, 2020, in the Kolb Memorial Conference Room, 400 Richland Street, East Peoria, IL, and online through Zoom 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](mailto:genna@fondulaclibrary.org) for recitation into public record during public participation.

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

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

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

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

Treasurer's Report:

GENERAL FUND CHECKING

06/29/20 Balance	274,387.58
06/05/20 QuickBooks ACH test	(1.01)
06/12/20 QuickBooks ACH test reimbursement	1.01
06/26/20 Stop payment fee check 30828	(30.00)
06/30/20 Transfer – Checking to Reserve Fund	(75,000.00)
06/30/20 Interest 185736	63.76
07/01/20 Deposit – County Taxes	567,615.40
07/09/20 Deposit – Replacement Tax	17,703.17
07/09/20 Checks issued – Payroll	(33,733.82)
07/15/20 Ameren Illinois payment	(6,263.52)
07/15/20 Visa payment – Genna	(1,254.08)
07/17/20 Deposit – County Taxes	281,828.85
07/20/20 Waste Management payment	(195.66)
07/21/20 Amazon.com payment	(716.40)
07/22/20 Aflac payment	(202.28)
07/23/20 Checks issued – Payroll	(35,265.79)

07/23/20 Deposit – Fines, fees, misc.	272.48
07/27/20 Checks issued – Bills	<u>(93,502.50)</u>
07/27/20 Balance	895,707.19

WORKING CASH FUND

06/29/20 Balance	217,521.96
06/30/20 Interest 185701	<u>20.26</u>
07/27/20 Balance	217,542.22

RESERVE FUND

06/29/20 Balance	1,864,923.12
06/30/20 Transfer – Checking to Reserve Fund	75,000.00
06/30/20 Interest 185728	<u>173.92</u>
07/27/20 Balance	1,940,097.04

Mrs. Buhr reported that the library is averaging about seven people at a time in the building and about 20 people per hour coming and going, with Monday being the busiest. Mrs. Buhr stated that for the health and safety of everyone, the library does require people to wear a mask over their nose and mouth at all times while in the building. She stated that staff, mostly the adult services staff, is having to remind some customers several times an hour to please wear the masks appropriately. Mrs. Buhr stated that wearing masks is part of the Code of Conduct and if people refuse, they will be asked to leave.

Mr. Sherwood appointed Mr. Grose and Mrs. Hanks to review the minutes of the past year for the secretary's audit.

Mrs. Buhr reported on statistics.

Mrs. Buhr presented a letter from the East Peoria Community Foundation thanking the library for their past donation for the Reading Garden.

Mrs. Buhr stated that she had included some notes in the board packet regarding the discussion that was started at an earlier board meeting on the library going fine free. She stated that the committee met again to go over the details that had been discussed at their last meeting to see how to move forward to convert to becoming fine free. Mrs. Buhr stated that she would like to have the board's thoughts on whether this is something they are still interested in pursuing and if there were any comments or questions on the details that she included in the packet that came out of the fine free committee. There was discussion on when courtesy notices would be sent to patrons regarding their checkouts. After some discussion, the board agrees on moving forward with going fine free. Mrs. Buhr stated that her goal is to have a policy ready for approval at the August board meeting.

M/S/P (Grose/Cole) to approve Maintenance Levy Ordinance 20-307. On roll call all present voting yes.

M/S/P (Cadwalader/Grose) to keep the executive session minutes closed. On roll call all present voting yes.

M/S/P (Cadwalader/Hanks) to approve the Needlepoint Bi-Polar Ionization Installation Proposal. On discussion, Mrs. Buhr stated that she has reviewed recommendations on keeping a healthy and clean environment in the building, particularly when it comes to air and HVAC. She stated that many of the basic recommendations would not work in our building, i.e. open windows, and others that would have an adverse effect on the humidity level. She asked ENTEC to look and see what could be applied to our system. ENTEC brought the enclosed proposal on Needlepoint Bi-Polar Ionization. Mrs. Buhr stated that the proposed units can be installed on our current roof-top HVAC units and would reduce particulates in the air, as well as kill viruses, mold spores and bacteria and save energy. She stated that ENTEC estimates that these would save the library about \$2,000 a year on energy costs in addition to the benefits of cleaning the air and reducing viruses and particulates. Mrs. Buhr stated that the units would last approximately 15 years and if they would outlive our current HVAC units, they can be installed on new units. She stated that they would be included on our current maintenance agreement without adding cost. Mr. Cadwalader stated that if it will clean the air and save money, he thinks it's a good investment. Mrs. Cole stated that this seems like a very good idea but wondered if it was one more thing to go wrong. Mr. Cadwalader wondered if the board should table the discussion until next month, so the board has more time to read the information. Mrs. Buhr asked if there were specific questions the board would like her to ask ENTEC. Mrs. Cole asked Mrs. Buhr what she thought about the project. Mrs. Buhr stated that she wouldn't bring it to the board if she didn't feel there was a benefit. She did state that if the board approved the proposal this evening, ENTEC could possibly complete the installation within the month, but she couldn't guarantee that if the board waited a month the units would be installed as quickly due to increased interest in them. After more discussion, the board decided to vote on the proposal at this meeting. On roll call all present voting yes.

Mr. Cadwalader left the meeting at 6:50 p.m.

Mrs. Buhr stated that next month's board meeting will be held in the shared space meeting rooms and begin at 5:45 p.m.

M/S/P (Grose/Cole) to adjourn at 6:55 p.m. On roll call all present voting yes.

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Secretary

Approved as \_\_\_\_\_  
August 31, 2020