

FONDULAC DISTRICT LIBRARY  
 BOARD OF TRUSTEES  
 BUDGET AND APPROPRIATION HEARING  
 AND  
 MINUTES OF THE REGULAR MEETING  
 August 31, 2020

Members of the Fondulac District Library Board of Trustees met for the annual Budget and Appropriation Hearing in the East Peoria Civic Complex, Rooms 111 & 112, 401 W. Washington Street, East Peoria, IL. President Sherwood called the hearing to order at 5:48 p.m. Members present were: Mr. Grose, Mrs. Hanks, Mrs. Humphrey, and Mr. Sherwood. Also present were Mrs. Buhr, Director and Mrs. Geier, Business Manager. Mr. Cadwalader, Mrs. Cole, and Mr. Lasswell were absent. Mr. Sherwood appointed Mrs. Humphrey Pro Tem.

M/S/P (Hanks/Grose) to close the Budget and Appropriation Hearing at 6:04 p.m.

Members of the Fondulac District Library Board of Trustees met in regular session on Monday, August 31, 2020. in the East Peoria Civic Complex, Rooms 111 & 112, 401 W. Washington Street, East Peoria, IL. President Sherwood called the meeting to order at 6:05 p.m.

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

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

Treasurer's Report:

GENERAL FUND CHECKING

07/27/20 Balance	895,959.35
07/01/20 IDES payment	(1,082.65)
07/28/20 Voided check 30944	24,097.00
07/28/20 Check issued – RSA NFP	(24,097.00)
07/31/20 Correct 7/23 payroll	252.16
07/31/20 Interest 185736	96.80
08/06/20 Check issued – Eco Solutions	(500.00)
08/06/20 Checks issued – Payroll	(35,001.86)
08/10/20 Ameren Illinois payment	(6,821.35)
08/13/20 Visa payment – Tammy	(314.94)
08/14/20 Visa payment – Genna	(472.03)
08/20/20 Checks issued – Payroll	(34,675.90)
08/20/20 Aflac payment	(202.28)
08/20/20 Waste Management payment	(196.02)
08/25/20 Amazon.com payment	(1,725.53)
08/28/20 Deposit – Fines, fees, misc.	4,369.65
08/31/20 Checks issued – Bills	<u>(36,328.42)</u>
08/31/20 Balance	783,356.98

WORKING CASH FUND

07/27/20 Balance	217,542.22
07/31/20 Interest 185701	<u>18.48</u>
08/31/20 Balance	217,560.70

RESERVE FUND

07/27/20 Balance	1,940,097.04
07/31/20 Interest 185728	<u>164.78</u>
08/31/20 Balance	1,940,261.82

Mrs. Buhr reported that ENTEC will be installing the Non-Bi Polar Ionization equipment that the board voted on at last month's meeting, later this week. She stated that the equipment will be operational right away and that ENTEC will come back later in the month to connect it to the controls. Mrs. Buhr stated that whole project will be completed by the end of September, so the library can take advantage of the extra Ameren bonus.

Mrs. Buhr reported that according the door count, on average there are still approximately 6-7 people in the building at a time, 19-20 people per hour. We stated that there is about an average of 740 people in the building per week. She also reported that as per RAILS recommendations, the quarantine time for items returned will go back up to seven days.

Mrs. Buhr stated that after Labor Day the library hours will change slightly. She stated that the library will no longer close the hour during the day.

Mrs. Buhr brought the board up-to-date on the travelling Vietnam War Memorial that will be set up on the civic triangle from September 23-27. She invited the board to stop by and see it.

Mrs. Buhr reported on monthly statistics. She stated that she also included the Annual Report comparison as well as the Summer Reading statistics in the board packet.

M/S/P (Grose/Humphrey) to adopt Budget and Appropriation Ordinance #20-308. On roll call all present voting yea.

M/S/P (Hanks/Grose) to approve the revision of the Freedom of Information Act Policy. On discussion, Mrs. Buhr stated that this policy was updated to reflect the library's current operating budget, the fiscal year and the addition of Mrs. Hanks.

M/S/P (Grose/Humphrey) to approve the repeal of Library Policies: Air Monitor Lending Policy, Audio-Visual Media Use Agreement, CD and Books on CD Use Agreement, eReader Lending Policy, Lending Limits Policy, Renewal Policy, Requirement for Valid Library Card Policy, Reserves of Materials Policy, Fees Policy, Lost and Damaged Policy. On discussion, Mrs. Buhr stated that these policies are either no longer relevant or have been revised and put into the new Circulation Policy.

M/S/P (Hanks/Humphrey) to approve the revision of Ordinance 16. On discussion, Mrs. Buhr stated that this is the legal ordinance that establishes lending by the library. She reported that it has been updated to remove the discussion of overdue fines and made changes to call out types of items instead of specific formats. On roll call all present voting yea.

M/S/P (Humphrey/Grose) to approve the Circulation and Fees Policy. On discussion Mrs. Buhr stated that many of the repealed policies from the previous motion have been consolidated into this policy discussing circulation and fees.

M/S/P (Grose/Hanks) to approve the Fee Schedule. On discussion Mrs. Buhr stated that all fees have been consolidated into this policy and will make future changes easier now that they are in one place. This also gives the director permission to update the fee schedule without board approval.

M/S/P (Grose/Hanks) to approve the Library Material Lending Chart. On discussion Mrs. Buhr stated this will help keep policies streamlined. She reported that any changes to this policy will be brought to the board since it is about access.

M/S/P (Hanks/Humphrey) to approve the Removal of Existing Overdue Fines. On discussion, Mrs. Buhr stated that this is the last step in converting to a fine free library. She reported that this will waive approximately \$36,000 in fines with about \$25,000 being over 3 years old. Mrs. Buhr also stated that by taking this action 3,751 cards will have Fondulac District Library overdue fines removed and approximately 815 Fondulac District Library patrons that are currently in blocked status will have fines removed.

M/S/P (Grose/Humphrey) to approve the revision of List of Responsibility During Absence of the Director. On discussion Mrs. Buhr reported that this is a small policy change. She stated that with the retirement of the Youth Services manager in May, that greatly shifted the seniority, so now this policy reflects seniority.

M/S/P (Hanks/Grose) to adjourn the meeting at 6:37 p.m.

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Secretary Pro Tem

Approved as \_\_\_\_\_  
September 28, 2020