

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

Members of the Fondulac District Library Board of Trustees met on Monday, November 30, 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 6:06 p.m.

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

M/S/P (Cadwalader/Hanks) to approve the consent agenda, which includes the October 26, 2020, regular board meeting minutes and the approval of bills. On roll call all present voting yes.

Treasurer's report:

GENERAL FUND CHECKING

10/26/20 Balance	1,075,450.48
10/23/20 Nayax reimbursement	6.06
10/30/20 Nayax reimbursement	6.77
10/30/20 Deposit – Replacement Tax	9,014.59
10/29/20 Checks issued – Payroll	(33,926.62)
10/29/20 Correction to Theresa Johnston's pay	(334.38)
10/31/20 Interest 185736	47.46
11/05/20 Ameren Illinois payment	(6,618.98)
11/06/20 Nayax reimbursement	45.43
11/12/20 Checks issued – Payroll	(32,536.61)
11/13/20 Visa payment – Tammy's card	(213.34)
11/13/20 Visa payment – Genna's card	(295.09)
11/13/20 Deposit – Replacement Tax	176.93
11/19/20 Waste Management payment	(196.49)
11/19/20 Amazon.com payment	(827.55)
11/20/20 Nayax reimbursement	25.30
11/20/20 Aflac payment	(202.28)
11/25/20 Checks issued – Payroll	(34,959.09)

11/25/20 Deposit – Fines, fees, misc.	5,752.55
11/30/20 Checks issued – Bills	<u>(41,184.73)</u>
11/30/20 Balance	939,230.41

WORKING CASH FUND

10/26/20 Balance	217,560.70
10/31/20 Interest 185701	<u>8.94</u>
11/30/20 Balance	217,569.64

RESERVE FUND

10/26/20 Balance	1,940,261.82
10/31/20 Interest 185728	<u>79.75</u>
11/30/20 Balance	1,940,341.57

Mrs. Buhr reported that from the last board meeting thru November 14 the library was seeing approximately 5-6 people in the building at a time. She reported that thru that time about 2,000 people visited the library. Mrs. Buhr stated that for about a week and a half the change was made for computer and copier use on the main floor only. During that time the library served approximately 710 people.

Mrs. Buhr reported that the library originally applied for and was allocated \$10,000 from CURES funding through the federal government. She reported that she has submitted reimbursement paperwork for that amount. Mrs. Buhr reported that she also requested an additional \$15,000 in hopes the library could submit the NBPI system that was put on the roof top units. She stated that she received notice that the additional funds have been allocated.

Mrs. Buhr reported that she has received notification that the rebate she submitted to Ameren for the NBPI system has been issued and the library should be receiving it shortly.

Mrs. Buhr reported that East Moline Glass has repaired the frame around the Children’s Room door.

Mrs. Buhr reported on monthly statistics.

As part of the FY2021 Per Capita Grant requirements, the board discussed the chapters 9-13 from the *Standards for Illinois Public Libraries: Serving our Public 4.0*. Mrs. Buhr stated that the library is doing very well at meeting the standards. She stated that it is time to review the reference and reader’s advisory policies. On discussion Mr. Sherwood commented that he hopes the library will continue the collaboration with the schools. Mrs. Hanks asked why the Teen Advisory Board was discontinued. Mrs. Buhr stated that it was lack of membership. She stated that there had been a dedicated group, but as they aged out, there wasn’t another group that seemed interested. Mrs. Buhr stated that it does get readdressed every so often.

M/S/P (Cadwalader/Lasswell) to approve the staff holiday consideration. On discussion Mr. Sherwood stated that he would like the board to consider increasing the amount this year. He stated that in her report Mrs. Buhr included what staff has received in past years and he has talked with her and she stated that a larger amount would fit into the budget. Mr. Sherwood stated that for the staff's exemplary work during the pandemic he would like to at a minimum double the consideration but would really like to triple it, giving the part time employees \$75.00, full time employees \$150, and the managers \$225. He stated that he would also like the employees to receive the total amount, therefore have the library pay the taxes. Mr. Cadwalader stated that he agrees, the staff has been through a lot the past nine months and this would be a thank you for all they've done for the library and the community. Mr. Lasswell asked Mrs. Buhr what she thought. She stated that it she can work it into the budget. Mrs. Cole joined the meeting via Zoom at 6:24 p.m. Mrs. Cole agreed and is in favor the more generous amount for 2020. On roll call all present voting yes.

M/S/P (Grose/Hanks) approval of pay structure and pay grade assignments. On discussion Mrs. Buhr stated that included in the board packet was the adjusted pay structure for 2021 with the recommended structure adjustments based on HR Source's data. She reported that for this year the recommendation for public libraries is 1.7%. Mrs. Buhr stated that if approved she will take the new pay structure to make the compensation adjustments focusing on minimum wage requirements and moving staff closer to their appropriate pay ranges. All present voting yes.

M/S/P (Cole/Cadwalader) to authorize the payment of the December bills. On roll call all present voting yes.

M/S/P (Hanks/Lasswell) to approve the authorization of payment of recurring and routine expenses. On discussion, Mrs. Buhr stated that this is if the board wants to approve a single signature on expense checks for the next 60 days. She stated that it could be her or a board member. Mr. Sherwood stated that he would be available to sign checks but would also be okay with Mrs. Buhr signing checks. Mrs. Buhr stated that she included this action item in case there was a scenario where two signers would not be able to get to the library. Mrs. Cole stated that she prefers there be two signatures if possible. On roll call all present voting yes.

M/S/P (Grose/Hanks) to go into Executive Session at 6:51 p.m.in compliance with 5 ILCS 120/2 c (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. On roll call, all present voting yes.

M/S/P (Lasswell/Cadwalader) to exit executive session and return to regular session at 7:20 p.m. On roll call, all present voted yes.

M/S/P (Lasswell/Grose) to accept the director's evaluation and set her salary as discussed in executive session. On roll call all present voting yes.

Mrs. Buhr asked who would sign the November bills. Mr. Grose and Mr. Cadwalader stated they would sign checks.

Mrs. Buhr asked who would be available on either December 21 or 22 to sign bills. Mr. Grose and Mr. Sherwood stated they would sign checks. Mrs. Geier will contact them when the checks are ready.

M/S/P (Lasswell/Cole) to adjourn at 7:25 p.m. On roll call all present voting yes.

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Secretary

Approved as \_\_\_\_\_  
January 25, 2021

Recorded by: Tamara A. Geier