

FONDULAC DISTRICT LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
March 29, 2021

Members of the Fondulac District Library Board of Trustees met on Monday, March 29, 2021, 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 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 via Zoom: Mr. Cadwalader, Mr. Grose, Mrs. Hanks, Mrs. Humphrey, Mr. Lasswell, and Mr. Sherwood. Also present were Mrs. Buhr, Director, Mrs. Geier and Ms. Somogyi, Business Managers. Mrs. Cole was absent. Mr. Sherwood appointed Mrs. Hanks Secretary Pro Tem.

There was no public participation in this meeting.

M/S/P (Lasswell/Cadwalader) to approve the consent agenda, which includes the minutes of the February 22, 2021, regular and executive session meetings and the approval of bills. On roll call all present voting yes.

Treasurer's report:

GENERAL FUND CHECKING

02/22/21 Balance	848,640.03
02/24/21 Deposit – City of East Peoria	2811.93
02/25/21 IDOR payment – Late fee	(62.36)
02/26/21 Aflac payment	(202.28)
02/28/21 Interest 185736	44.52
03/04/21 Checks issued – Payroll	(36,938.16)
03/04/21 Social Security & Medicare payment	(3.95)
03/05/21 Deposit – Replacement tax	7375.47
03/17/21 Ameren Illinois payment	(7,194.33)
03/17/21 Visa payment – Tammy’s card	(991.30)
03/17/21 Visa payment – Genna’s card	(1,305.92)
03/18/21 Checks issued – Payroll	(38,064.52)
03/18/21 PDC Services payment	(140.11)
03/23/21 Deposit – Fines, fees, misc.	3,115.48
03/24/21 Amazon.com payment	(1,490.27)
03/29/21 Checks issued – Bills	<u>(54,421.60)</u>
03/29/21 Balance	721,172.63

WORKING CASH FUND

02/22/21 Balance	217,596.77
02/28/21 Interest 185701	<u>8.35</u>
03/29/21 Balance	217,605.12

RESERVE FUND

02/22/21 Balance	1,940,583.49
02/28/21 Interest 185728	<u>(74.45)</u>
03/29/21 Balance	1,940,657.94

Mrs. Buhr introduced the incoming Business Manager Ms. Somogyi to the board. Ms. Somogyi comes to Fondulac District Library with over 10 years of experience in banking/finance and management and is excited at the opportunity to use her skills with the library. Mrs. Buhr added to her report that roofers came by today, March 29, to look at the leak. They found a hole and fixed it. It was not deemed to be under warranty so we will likely be seeing an invoice on this.

Mrs. Buhr reported on library statistics. The statistics continue to be skewed in comparison with prior years due to services being altered to accommodate pandemic guidelines.

M/S/P (Hanks/Lasswell) to approve additional Hoopla funds. Hoopla service is funded grant-based by per capita money. Mrs. Buhr would like to propose that we continue this. This service works on a credit basis where money is put on the account and when it is used money is deducted per usage. This has become a very popular service during the pandemic. Over the last 12 months around \$15,000 credit has been used. Mrs. Buhr proposes adding \$18,000 to the account for the coming fiscal year to allow for some growth in usage. On roll call all present voting yes.

M/S/P (Humphrey/Hanks) to approve the Administrative Succession Plan. In reviewing the Standards for Illinois Public Libraries under the Per Capita Grant Guidelines some things were brought to attention that needed to be addressed. Fondulac District Library has policies in place for all short-term planned absences of the Director such as vacations and days off but there has never before been a written administrative succession plan. This is something that could help guide the Board for actions to take should the Director have an unexpected short- or long-term absence with the intention of returning. This was based on other similar library succession plans. Mrs. Hanks believes that this document looks good and very inclusive. Mr. Sherwood thinks this is a good representation of what needs to be done along with several what-if type scenarios for the board to base decisions on. On roll call all present voting yes.

M/S/P (Cadwalader/Lasswell) to adjourn the meeting at 6:15 p.m. On roll call all present voting yes.

Secretary Pro Tem

Approved as _____
April 26, 2021

Recorded by: Tamara A. Geier/Rebecca L. Somogyi