

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

Members of the Fondulac District Library Board of Trustees met on Monday, November 29, 2021, in the Kolb Memorial Conference Room, 400 Richland Street, East Peoria, IL, for their regular meeting.

President Grose called the meeting to order at 6:01 p.m.

On roll call, the following members were present: Mr. Cadwalader, Mrs. Carbiener, Mr. Grose, Mrs. Hanks, Mrs. Humphrey, Mr. Lasswell and Mr. Sherwood. Also present were Mrs. Buhr, Director, and Ms. Somogyi, Business Manager.

Ms. Somogyi administered the Oath of Office for Trustee Mary Jo Carbiener.

M/S/P (Lasswell/Hanks) to approve the consent agenda which includes the November 1 special meeting and executive session minutes, treasurer's report and approval of bills. All present voting yea.

Treasurer's Report:

GENERAL FUND CHECKING

DATE	TRANSACTION	GENERAL INVESTMENT
10/25/2021		\$ 882,714.21
10/28/2021	Checks Issued - Payroll	\$ (37,061.20)
	Blue Cross Blue Shield	\$ (3,928.41)
	Dearborn Life Insurance	\$ (66.00)
	NCPERS	\$ (24.00)
	The Standard Insurance Company	\$ (366.86)
10/29/2021	Bank Account Interest	\$ 18.50
/11/5/2021	Nayax Reimbursement	\$ 23.98
11/17/2021	Tazewell County Disbursement	\$ 136,142.75
	Tazewell County Interest Disbursement	\$ 76.24
11/22/2021	Checks Issued - Payroll	\$ (38,062.39)
	Blue Cross Blue Shield	\$ (3,928.41)
	Dearborn Life Insurance	\$ (66.00)
	NCPERS	\$ (24.00)
	The Standard Insurance Company	\$ (366.86)
	Deposit	\$ 3,276.52
11/29/2021	Checks issued - bills	\$ 28,550.11
	Direct pay bills	\$ 7,263.76
	Balance	\$ 974,171.94

WORKING CASH FUND

DATE	TRANSACTION	WORKING CASH
10/25/2021	Beginning balance	\$ 217,688.99
10/29/2021	Bank Account Interest	\$ 5.19
11/29/2021	Balance	\$ 217,694.18

RESERVE FUND

DATE	TRANSACTION	RESERVE FUND
10/25/2021	Beginning balance	\$ 2,066,397.66
10/29/2021	Bank Account Interest	\$ 49.25
11/29/2021	Balance	\$ 2,066,446.91

Mrs. Buhr gave additional information during her Director's Report regarding LIRA, an insurance company that specialized in libraries, that she received earlier in the day. An overview of the company was given to the board and Mrs. Buhr will be getting a quote to possibly switch the library insurances over to LIRA.

Mrs. Buhr also announced that the library van arrived this morning. She has the VIN and is working to get insurance through the current provider so that the van can be picked up. The cost of the van will reflect on the working budget for December. This cost was approved at the June 2021 regular meeting.

A leak was discovered in the library, and roofers found a hole in the rubber roof. Mrs. Buhr is working on getting this repaired.

M/S/P (Cadwalader/Sherwood) to approve the Revised Working Budget. The working budget was revised when the replacement tax estimate from the county came in higher than what was originally estimated at the time of budget creation. The budget has been adjusted to reflect this additional amount. On roll call, all voting yea.

M/S/P (Cadwalader/Hanks) to approve the Staff Holiday Consideration. Mr. Grose lead the discussion on deciding how much to give staff for holiday consideration. It was mentioned that last year attempting to calculate for staff to receive a certain amount of money after tax was incredibly difficult. Mr. Lasswell suggested doing a bonus on the paycheck listed on a separate line. Last year the bonus amount was tripled for staff due to it being a challenging year (\$75 for part time, \$150 for full time and \$225 for managers). Mr. Cadwalader said that that is not sustainable long term. Mrs. Hanks agrees but says that this year has been challenging too. Mr. Sherwood wanted to stick with the same amounts from last year but said that double the amount would be nice for the staff. It was motioned that the Staff Holiday Consideration for

2021 would be \$50 for part time employees, \$100 for full time employees and \$150 for managers, pre-tax and added as an extra line on the paychecks. All present voting yea.

M/S/P (Sherwood/Cadwalader) to approve Pay Structure and Pay Grade Assignments. Mrs. Buhr explained that this is the second year adjusting staff pay per a project done by HR Source to get all employees into the appropriate range and pay rate for their respective positions based on industry comparisons. All present voting yea.

M/S/P (Lasswell/Cadwalader) to approve December bills to be paid. This is a regular vote done in November to be able to pay the December bills without a meeting. Mr. Grose and Mrs. Hanks will come sign bills and checks on December 22. All present voting yea.

M/S/P (Hanks/Humphrey) to approve the Homebound Delivery Policy. Mrs. Buhr explained that this is the next step in making homebound delivery a service the library can provide. The library attorney gave his stamp of approval on the policy. Mrs. Humphrey asked if there are certain employees who will be in charge of homebound delivery. Mrs. Buhr stated that there are 2 full-time circulation specialists who will have regular duties for homebound delivery. Mrs. Hanks asked what would happen if a patron application for homebound delivery was denied and they wanted to fight. Mrs. Buhr said that the patron would make a request through the board to appeal the decision. Mrs. Humphrey asked if there was a visit to the home before first delivery to prove whether or not they are homebound. Mrs. Buhr said that it would likely be apparent at the first delivery if eligibility was a concern. Mrs. Buhr also clarified that this is not a bookmobile – some specific items may be able to be placed on hold for the patron but generally it will be books that are picked out based on discussed interests and preferred genres. All present voting yea.

M/S/P (Cadwalader/Hanks) to approve the Library Materials Lending Chart. Mrs. Buhr explained that small revisions were made to the lending chart as the collection has changed and evolved. All present voting yea.

M/S/P (Sherwood/Lasswell) to approve the Material Selection Policy. Mrs. Buhr stated that there were no major changes of intent or practice. All present voting yea.

In closing comments, Mrs. Buhr mentioned that the Discussion of Standards was in the Directors Report and to let her know of any questions of discussion from what was reported. All of the information reported was used for the Per Capita Grant Application.

Mrs. Carbiener asked for clarification on Freedom to View in relation to the incident report that was included in the board packet where a patron was asked to leave for viewing indecent material on the library computer. Mrs. Buhr explained that the library does not put filters on the computers due to a patron's freedom to view any content and that filters will sometimes block information that a patron may need for research. However, the library code of conduct does not allow obscene material and patrons click on an agreement to the code of conduct in order to use wi-fi and the computers.

M/S/P (Cadwalader/Hanks) to adjourn the meeting at 6:36 p.m. All present voting yea.

Secretary

Approved as _____
January 24, 2022

Recorded by: Rebecca L. Somogyi