

MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DU PAGE COUNTIES, ILLINOIS
HELD MAY 16, 2013
BOLINGBROOK, ILLINOIS

A meeting of the Board of Trustees of the Fountaindale Public Library District, Will and DuPage Counties, Illinois was held at the Bolingbrook Library, 300 West Briarcliff Road, Bolingbrook, IL 60440, Thursday, May, 16, 2013 at 7:00 p.m.

CALL TO ORDER

The meeting was called to order at 7:00 p.m.

ROLL CALL

The roll was called by recorder, Juanita Lennon, and a quorum was established.

PRESENT

Present at roll call were Gayle Graske, Robert Kalnicky, Kathryn Spindel, Ruth Newell, Steven Prodehl, Thomas Gilligan and Margaret (Peggy) Danhof.

ABSENT

None.

FOUNTAINDALE STAFF PRESENT

The following staff was present: Paul Mills, Jill Boreham, Maureen Garzaro, Catherine Yanikoski, Kathy Schmidt, and Mary Buchanan

PUBLIC PRESENT

The following public was present: Graham Harwood, Jan Rieser, Don McKay, Meredith Dianna Walker, Macey Walker, Ron Spindel, Mana Graff, Jodie Weinshenker, and Dan Graff

AGENDA APPROVAL

Following the Pledge of Allegiance, Danhof asked for a motion to approve the agenda. A motion was made by Robert Kalnicky, seconded by Ruth Newell.

AYES: Graske, Kalnicky, Spindel, Newell, Prodehl, Gilligan, Danhof
NAYES: None
ABSENT: None

MINUTES OF THE REGULAR MEETING, March 21, 2013

The minutes of the regular meeting held March 21, 2013 were presented. A motion to approve the minutes was made by Thomas Gilligan, seconded by Gayle Graske. Minutes were approved as read.

AYES: Graske, Kalnicky, Spindel, Newell, Prodehl, Gilligan, Danhof
NAYES: None
ABSENT: None

MINUTES OF THE EXECUTIVE SESSION, March 21, 2013

The minutes of the Executive Session held March 21, 2013 were presented. A motion to approve the minutes was made by Robert Kalnicky, seconded by Kathryn Spindel. Minutes were approved as read.

AYES: Graske, Kalnicky, Spindel, Newell, Prodehl, Gilligan, Danhof
NAYES: None
ABSENT: None

COMMENTS FROM THE PUBLIC

Jan Rieser from The Friends of the Library handed out gift bags from the annual meeting and a presented President Danhof with a check in the amount of \$5,205.

NEW BUSINESS

Administration of Oath of Office

Graske administered the Oath of Office for Trustees Kathy Spindel and Peggy Danhof. These trustees will serve 6 year terms.

EMPLOYEE RECOGNITION

Danhof recognized Maureen Garzaro for her five years of service and presented her with a pin and certificate.

RECESS

Called by President Danhof at 7:15 p.m.

Meeting called back into session by President Danhof at 7:18 p.m.

NEW BUSINESS

Nomination for the President Pro Tem

A motion to nominate Trustee Newell as a person for the President Pro Tem was made by Steven Prodehl, and seconded by Trustee Kalnicky.

AYES: Graske, Kalnicky, Spindel, Newell, Prodehl, Gilligan, Danhof
NAYES: None
ABSENT: None

Selection of President Pro Tem

A motion to approve Trustee Newell as President Pro Tem was made by Thomas Gilligan, seconded by Gayle Graske.

AYES: Graske, Kalnicky, Spindel, Newell, Prodehl, Gilligan, Danhof
NAYES: None
ABSENT: None

Election of Board Officers

A motion to nominate Margaret (Peggy) Danhof as President was made by Kathryn Spindel, seconded by Gayle Graske.

AYES: Graske, Kalnicky, Spindel, Newell, Prodehl, Gilligan, Danhof
NAYES: None
ABSENT: None

A motion to nominate Robert Kalnicky as Vice-President was made by Ruth Newell, seconded by Kathryn Spindel.

AYES: Graske, Kalnicky, Spindel, Newell, Prodehl, Gilligan, Danhof
NAYES: None
ABSENT: None

A motion to nominate Gayle Graske as Secretary was made by Robert Kalnicky, seconded by Ruth Newell.

AYES: Graske, Kalnicky, Spindel, Newell, Prodehl, Gilligan, Danhof
NAYES: None
ABSENT: None

A motion to nominate Kathryn Spindel as Treasurer was made by Gayle Graske, seconded by Kathryn Spindel.

AYES: Graske, Kalnicky, Spindel, Newell, Prodehl, Gilligan, Danhof
NAYES: None
ABSENT: None

All Officers were elected by acclamation by the entire Board.

Approval of Health Insurance for Fiscal Year 2013/2014

A motion to fund the allocation for insurance at \$7,100.00 per eligible employee for those employees selecting health insurance and to fund an allocation of \$500.00 for those employees who do not select health insurance was made by Robert Kalnicky, seconded by Ruth Newell.

AYES: Graske, Kalnicky, Spindel, Newell, Prodehl, Gilligan, Danhof
NAYES: None
ABSENT: None

Approval of Revised Family Medical Leave Policy

A motion to approve revised Family Medical Leave Policy was made by Steven Prodehl, seconded by Kathryn Spindel.

AYES: Graske, Kalnicky, Spindel, Newell, Prodehl, Gilligan, Danhof
NAYES: None
ABSENT: None

Approval of Proposal for Completion of Annual Audit and Financial Review

A motion to approve audit proposal from Brian Zabel & Associates with a not to exceed amount of \$8,800 was made by Robert Kalnicky, seconded by Thomas Gilligan.

AYES: Graske, Kalnicky, Spindel, Newell, Prodehl, Gilligan, Danhof
NAYES: None
ABSENT: None

Approval of Revised Meeting Room Policy

A motion to approve revised Meeting Room Policy was made by Gayle Graske, seconded by Kathryn Spindel.

AYES: Graske, Kalnicky, Spindel, Newell, Prodehl, Gilligan, Danhof
NAYES: None
ABSENT: None

Approval of Revised Unattended Children Policy

A motion to approve the revised Unattended Children Policy was made by Ruth Newell, seconded by Robert Kalnicky.

AYES: Graske, Kalnicky, Spindel, Newell, Prodehl, Gilligan, Danhof
NAYES: None
ABSENT: None

Approval of Executive Director Evaluation Committee

A motion to name Thomas Gilligan and Steven Prodehl to the Executive Director Evaluation Committee for 2013 was made by Ruth Newell, seconded by Robert Kalnicky.

AYES: Graske, Kalnicky, Spindel, Newell, Prodehl, Gilligan, Danhof
NAYES: None
ABSENT: None

Approval of Recommendation to Invest Reserve Funds

A motion to approve reinvesting \$6 million in CDs recommended by PMA was made by Robert Kalnicky, seconded by Kathryn Spindel.

AYES: Graske, Kalnicky, Spindel, Newell, Prodehl, Gilligan, Danhof
NAYES: None
ABSENT: None

Approval of Trustee Service in an Illinois Library Association Committee

A motion to approve Peggy Danhof's service on the Illinois Library Association Advocacy Committee was made by Ruth Newell, seconded by Kathryn Spindel.

AYES: Graske, Kalnicky, Spindel, Newell, Prodehl, Gilligan, Danhof
NAYES: None
ABSENT: None

Approval of Trustee Service in American Library Association Committees

A motion to approve Ruth Newell's service on the American Library Association United for Libraries Newsletter and Website Advisory Committee and Peggy Danhof's service on the American Library Association United for Libraries Leaders Orientation Committee was made by Robert Kalnicky, seconded by Kathryn Spindel.

AYES: Graske, Kalnicky, Spindel, Newell, Prodehl, Gilligan, Danhof
NAYES: None
ABSENT: None

LIBRARY PROJECTS

Graham Harwood from Owner Services Group presented a Construction Progress Report for April.

NOTATION

Trustee Graske was excused and left the meeting at 8:05 p.m.

CORRESPONDENCE

Director Mills received a letter from Will County Treasurer, Steve Weber in regards to the repayment of taxes to Adventist Bolingbrook Hospital.

The Bolingbrook Bugle posted an article about the continued services offered by Studio 300 during the flood repair. Studio 300 continues to offer programming in other locations throughout the library.

My Suburban Life posted an article online regarding the conversion of the library's business center into a temporary home for the Studio 300 computer lab.

My Suburban Life article written by Fountaindale Public Library District's own Chrissy Little talked about how the library is always looking for new ways to engage in new technologies and connect with our patrons.

Paul Mills was presented with a certificate by Wood View elementary School for reading to students.

TREASURER'S REPORT

The Treasurer's Report for both March and April 2013 was presented by Kathryn Spindel and will be filed for audit.

BILLS FOR APPROVAL

Bills Paid Report – April, 2013

Bills paid for the month of April in the amount of \$80,187.00 was presented for approval. Motion to approve was made by Ruth Newell, seconded by Kathryn Spindel.

AYES: Kalnicky, Spindel, Newell, Prodehl, Gilligan, Danhof
NAYES: None
ABSENT: Graske

Bills Paid Report – May, 2013

Bills paid for the month of May in the amount of \$95,129.54 was presented for approval. Motion to approve was made by Ruth Newell, seconded by Robert Kalnicky.

AYES: Kalnicky, Spindel, Newell, Prodehl, Gilligan, Danhof
NAYES: None
ABSENT: Graske

Bills Payable Report – April, 2013

Bills payable for the month of April in the amount of \$605,652.67 was presented for approval. Motion to approve was made by Kathryn Spindel, seconded by Robert Kalnicky.

AYES: Kalnicky, Spindel, Newell, Prodehl, Gilligan, Danhof
NAYES: None
ABSENT: Graske

Bills Payable Report – May, 2013

Bills payable for the month of May in the amount of \$301,990.41 was presented for approval. Motion to approve was made by Ruth Newell, seconded by Kathryn Spindel.

AYES: Kalnicky, Spindel, Newell, Prodehl, Gilligan, Danhof
NAYES: None
ABSENT: Graske

DIRECTOR'S REPORT – March and April 2013

Director Mills reported on his continuing conversations with the attorney about the Citgo property that should have been transferred to the Des Plaines Valley/White Oak Library District back in 2008 but was not transferred.

UNFINISHED BUSINESS

Final Approval of Trustee Attendance of 2013 American Library Association Annual Conference

A motion to approval the final trustee attendance of the 2013 American Library Association Annual Conference was made by Thomas Gilligan, seconded by Kathryn Spindel.

AYES: Kalnicky, Spindel, Newell, Prodehl, Gilligan, Danhof
NAYES: None
ABSENT: Graske

REPORTS

Building Committee –

Graham Harwood provided the Board with a construction update as it related to Studio 300.

Finance Committee –

Kathryn Spindel met with Shirley Williams and Paul Mills and conducted a spot check on the check register. Next meeting they will discuss procedures for credit card purchases and conduct another spot check.

Strategic Plan Committee –

Robert Kalnicky provided an update on the continuing work with Harry Christiansen for a proposal to do a Strategic Plan.

Personnel Committee –

None

ANNOUNCEMENTS

Joy Fest will be held on September 7, 2013. Our bookmobile will be present.

The Community Services Council moved on May 2, 2013 to its new Bolingbrook location.

The Lions Club will host blind softball games which will have 6-8 teams playing. It will be held on June 15th and 16th at the Bolingbrook Recreation and Aquatic Complex.

EXECUTIVE SESSION

A motion was made by Robert Kalnicky, seconded by Kathryn Spindel to enter Executive Session at 8:56 p.m. for Litigation 5 ILCS 120/2 (11).

AYES: Kalnicky, Spindel, Prodehl, Newell, Gilligan, Danhof

NAYES: None

ABSENT: Graske

A motion was made by Ruth Newell, seconded by Kathryn Spindel to return to Open Session at 8:58 p.m.

OPEN SESSION

ADJOURNMENT

A consensus was taken and the Board adjourned at 9:00 p.m.

/s/ Gayle Graske

Secretary, Board of Library Trustees
FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS

/s/ Kathryn Spindel

Treasurer, Board of Library Trustees
FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS

/s/ Margaret J. (Peggy) Danhof

President, Board of Library Trustees
FOUNTAINDALE PUBLIC LIBRARY DISTRICT
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