

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF TRUSTEES OF  
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
WILL AND DUPAGE COUNTIES, ILLINOIS  
HELD MARCH 15, 2018  
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, March 15, 2018 at 7:00 p.m.

CALL TO ORDER

The meeting was called to order at 7 p.m. by President Margaret (Peggy) Danhof.

ROLL CALL

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

PRESENT

Present at roll call were Steven Prodehl, Ruth Newell, Marcelo Valencia, Celeste Bermejo and Margaret (Peggy) Danhof.

ABSENT

Vice President Robert Kalnicky and Trustee Kathryn Spindel

Vice President Kalnicky had previously informed the Board that he would be out of state for meeting.

Trustee Spindel entered at 7:01 p.m.

FOUNTAINDALE STAFF PRESENT

The following staff was present: Paul Mills, Juanita Lennon, Rosemary Bauer and Joyce Arellano.

PUBLIC PRESENT

The following public was present: Jody Hargett.

AGENDA APPROVAL

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

AYES: Prodehl, Spindel, Newell, Valencia, Bermejo, Danhof  
NAYES: None  
ABSENT: Kalnicky

MINUTES OF THE BOARD MEETING – February 15, 2018

The minutes of the board meeting held February 15, 2018 were presented. A motion to approve the minutes was made by Newell, seconded by Prodehl. Minutes were approved as read.

AYES: Prodehl, Spindel, Newell, Valencia, Bermejo, Danhof  
NAYES: None  
ABSENT: Kalnicky

EMPLOYEE RECOGNITION

President Danhof recognized Rosemary Bauer for her ten years of service and presented her with a certificate and keychain.

COMMENTS FROM THE PUBLIC

No comments were made.

FRIENDS OF THE LIBRARY

Jody Hargett reported that the Friends are getting ready for the Spring Book Sale next month. The Friends have received many donations including 30 boxes of business books and children's books. The library will be donating used e-readers for the Friends to sell as well.

NEW BUSINESS

Approval of Brooks Café Agreement Addendum (April 2018 – March 2019)

A motion to approve the Brooks Café Agreement Addendum (April 2018 – March 2019) with Ms. Jan Peterson was made by Newell, seconded by Spindel.

AYES: Prodehl, Spindel, Newell, Valencia, Bermejo, Danhof  
NAYES: None  
ABSENT: Kalnicky

Approval of Revised Finance Policy

A motion to repeal the existing Finance Policy and approve the revised Finance Policy was made by Newell, seconded by Spindel.

AYES: Spindel, Newell, Bermejo, Danhof  
NAYES: Prodehl  
ABSTAIN: Valencia  
ABSENT: Kalnicky

Approval of Capital Assets Policy

A motion to approve the Capital Assets Policy was made by Spindel, seconded by Valencia.

AYES: Prodehl, Spindel, Newell, Valencia, Bermejo, Danhof  
NAYES: None  
ABSENT: Kalnicky

Approval of Appointment of Executive Director Evaluation Liaisons

A motion to approve the appointment of Marcelo Valencia and Ruth Newell as the Executive Director Liaisons for 2018 was made by Valencia, seconded by Spindel.

AYES: Prodehl, Spindel, Newell, Valencia, Bermejo, Danhof  
NAYES: None  
ABSENT: Kalnicky

Approval of Appointment of Secretary Audit Liaisons

A motion to approve the appointment of Margaret (Peggy) Danhof and Celeste Bermejo as the Secretary Audit Liaisons for 2018 was made by Newell, seconded by Spindel.

AYES: Prodehl, Spindel, Newell, Valencia, Bermejo, Danhof  
NAYES: None  
ABSENT: Kalnicky

Approval of Administration and Appointments Section for the Employee Handbook

A motion to repeal the existing Administration section in the Employee Handbook and to repeal the existing Appointments Section in the Employee Handbook and to approve the revised and combined Administration and Appointments section for the Employee Handbook was made by Prodehl, seconded by Valencia.

AYES: Prodehl, Spindel, Newell, Valencia, Bermejo, Danhof  
NAYES: None  
ABSENT: Kalnicky

Approval of Employee Classification Section for the Employee Handbook

A motion to repeal the existing Employee Classification section for the Employee Handbook in the Employee Handbook and to approve the revised Employee Classification section for the Employee Handbook was made by Spindel, seconded by Valencia.

AYES: Prodehl, Spindel, Newell, Valencia, Bermejo, Danhof  
NAYES: None  
ABSENT: Kalnicky

Approval of Introductory Period Policy for the Employee Handbook

A motion to repeal the existing Introductory Period Policy section in the Employee Handbook and to approve the revised Introductory Period Policy section for the Employee Handbook was made by Valencia, seconded by Spindel.

AYES: Prodehl, Spindel, Newell, Valencia, Bermejo, Danhof  
NAYES: None  
ABSENT: Kalnicky

Approval of Transfers and Promotions Section for the Employee Handbook

A motion to repeal the existing Transfers and Promotions section in the Employee Handbook and to approve the revised Transfers and Promotions section for the Employee Handbook was made by Valencia, seconded by Spindel.

AYES: Prodehl, Spindel, Newell, Valencia, Bermejo, Danhof  
NAYES: None  
ABSENT: Kalnicky

Approval of Anti-Nepotism Policy Section for the Employee Handbook

A motion to reaffirm the existing Anti-Nepotism Policy section for the Employee Handbook was made by Newell, seconded by Spindel.

AYES: Prodehl, Spindel, Newell, Valencia, Bermejo, Danhof  
NAYES: None  
ABSENT: Kalnicky

## LIBRARY PROJECTS

### Approval of Pace Systems Quotation for Vortex (Teen Area) Audio Visual Upgrades

A motion to approve the Pace Systems quotation for the Vortex (Teen Area) with a not to exceed cost of \$50,000 to be paid from the Building Fund was made by Spindel, seconded by Newell.

AYES: Prodehl, Spindel, Newell, Valencia, Bermejo, Danhof  
NAYES: None  
ABSENT: Kalnicky

## CORRESPONDENCE

The Board received an invitation to the LACONI Trustee Annual Trustee Dinner on Friday, May 18 at the Carleton of Oak Park Hotel.

State Senator Pat McGuire sent President Danhof a Certificate of Recognition for being named an Illinois Library Association Luminary from the Illinois State Senate.

State Representative John Conner also sent President Danhof a congratulatory letter on being named an Illinois Library Association Luminary.

The Board received an invitation to The Big Picture, Presidential Address to the Community with Dr. Ann E. Rondeau on Wednesday, April 18 at the College of DuPage.

Human Resources Manager Lea Pottle sent a thank you card for the flowers that the library sent for her mother-in-law's services.

## TREASURER'S REPORT

The Treasurer's Report for was presented by Treasurer Spindel and will be filed for audit.

## BILLS FOR APPROVAL

### Bills Paid Report – March, 2018

Bills paid for the month of March in the amount of \$75,320.27 was presented for approval. Motion to approve was made by Valencia, seconded by Newell.

AYES: Prodehl, Spindel, Newell, Valencia, Bermejo, Danhof  
NAYES: None  
ABSENT: Kalnicky

Bills Payable Report – March, 2018

Bills payable for the month of March in the amount of \$199,165.43 was presented for approval. Motion to approve was made by Newell, seconded by Spindel.

AYES: Prodehl, Spindel, Newell, Valencia, Bermejo, Danhof  
NAYES: None  
ABSENT: Kalnicky

DIRECTOR'S REPORT – February, 2018

The proclamation for National Library Week will be read at the Village of Bolingbrook Board Meeting on Tuesday, March 27 at Village Hall at 8 p.m.

The Request for Proposal for public computers will be published tomorrow, March 16.

Mills is waiting to receive the group Board photo from the photographer at the Best of Bolingbrook Business Awards.

Mills also reported that early voting at the library has been going well.

UNFINISHED BUSINESS

None.

REPORTS

Building – None.

Finance – Next meeting will take place on Wednesday, April 25 at 11 a.m.

Strategic Plan – Next meeting will take place on Wednesday, April 4 at 10 a.m.

Personnel – None.

ANNOUNCEMENTS

The National Day of Prayer Breakfast will be held on Thursday, May 3 at 6 a.m. at the Bolingbrook Golf Club.

ADJOURNMENT

A consensus was taken and the Board adjourned at 8:22 p.m.

/s/ Steven J. Prodehl  
Secretary, Board of Library Trustees  
FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
WILL AND DU PAGE COUNTIES, ILLINOIS

/s/ Margaret J. (Peggy) Danhof  
President, Board of Library Trustees  
FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
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