

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF TRUSTEES OF  
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
WILL AND DUPAGE COUNTIES, ILLINOIS  
HELD APRIL 19, 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, April 19, 2018 at 7 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, Robert Kalnicky, Kathryn Spindel, Ruth Newell and Margaret (Peggy) Danhof.

ABSENT

Trustee Celeste Bermejo and Trustee Marcelo Valencia  
Trustee Valencia entered at 7:03 p.m.

FOUNTAINDALE STAFF PRESENT

The following staff was present: Paul Mills, Juanita Lennon, Andreea Dobrescu 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 Kalnicky, seconded by Spindel.

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

## MINUTES OF THE BOARD MEETING – March 15, 2018

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

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

Trustee Valencia entered at 7:03 p.m.

## EMPLOYEE RECOGNITION

President Danhof recognized Andreea Dobrescu for her 10 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 last week's Spring Book Sale was the 2<sup>nd</sup> most successful book sale in history with a total sale of \$2,232. The Friends did a paid Facebook ad which helped to spread the word. The library donated old e-readers for the book sale which totaled \$318 in sales. Also during the sale, the Friends received 20-25 new memberships.

Hargett also reported that the Friends checking account was compromised. They are working with BMO Harris to resolve the issue and Mills offered to help as well.

Lastly, Hargett reminded the Board that the Friends Annual Dinner will be on Tuesday, April 24 at 6 p.m. in Meeting Room A.

NEW BUSINESS

Approval of Revisions to Strategic Plan

A motion to approve the revisions to the Strategic Plan was made by Valencia, seconded by Newell.

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

Approval of Volunteer Policy

A motion to approve the Volunteer Policy was made by Kalnicky, seconded by Prodehl.

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

Approval of Attendance, Punctuality and Dependability Section for the Employee Handbook

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

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

Approval of Overtime Policy and Procedures and Deductions from Pay Sections for the Employee Handbook.

A motion to repeal the existing Overtime Policy and Procedures and Deductions from the Pay sections in the Employee Handbook and to approve the revised Overtime Policy and Procedures and Deductions from the Pay sections for the Employee Handbook was made by Valencia, seconded by Newell.

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

Approval of Payment of Salary Section for the Employee Handbook

A motion to repeal the existing Payment of Salary section in the Employee Handbook and to approve the revised Payment of Salary section for the Employee Handbook was made by Newell, seconded by Valencia.

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

Approval of Performance Evaluation Program and Compensation Program Section for the Employee Handbook

A motion to repeal the existing Performance Evaluation Program and Compensation Program section in the Employee Handbook and to approve the revised Performance Evaluation Program and Compensation Program section for the Employee Handbook was made by Prodehl, seconded by Valencia.

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

Approval of Personnel Records and Personnel Record Review Sections for the Employee Handbook

A motion to repeal the existing Personnel Records and File Review Policy sections in the Employee Handbook and to approve the revised Personnel Records and Personnel Record Review sections for the Employee Handbook was made by Newell, seconded by Valencia.

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

Approval of Rest Breaks, Meal Breaks and Break Time for Nursing Mothers Section for the Employee Handbook

A motion to approve repeal the existing Meal Times and Rest Breaks section in the Employee Handbook and to approve the revised Rest Breaks, Meal Breaks and Break Time for Nursing Mothers section for the Employee Handbook was made by Valencia, seconded by Kalnicky.

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

Approval of Timekeeping Records Section for the Employee Handbook

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

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

LIBRARY PROJECTS

Approval of ITsavvy LLC Proposal for Public Computer Request for Proposals

A motion to approve the ITsavvy LLC proposal for public computer request for proposals with the cost to be paid from the Building Fund was made by Kalnicky, seconded by Newell.

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

Approval of Pace Systems Quotation for Additional Security Cameras

A motion to approve the Pace Systems quotation for additional security cameras with the cost to be paid from the Building Fund was made by Newell, seconded by Valencia.

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

CORRESPONDENCE

Illinois Libraries Matter posted a blog written by President Danhof regarding the Illinois Library Association Trustee Forum.

The library received a letter from Secretary of State Jesse White. The library was awarded a fiscal year 2018 Illinois Public Library Per Capita Grant in the amount of \$84,603.75. It is not known when the funds will be received.

The West Suburban Community Pantry sent the library a thank you card for the recent Easter basket donations from the library staff committee.

## TREASURER'S REPORT

The Treasurer's Report for March, 2018 was presented by Treasurer Spindel and will be filed for audit.

## BILLS FOR APPROVAL

### Bills Paid Report – April, 2018

Bills paid for the month of April in the amount of \$105,095.38 was presented for approval. Motion to approve was made by Prodehl, seconded by Kalnicky.

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

### Bills Payable Report – April, 2018

Bills payable for the month of April in the amount of \$169,407.78 was presented for approval. Motion to approve was made by Spindel, seconded by Valencia.

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

## DIRECTOR'S REPORT – March, 2018

Mills discussed the Board photo taken at the Best of Bolingbrook Business Awards. It will be used as the new group photo for the Board.

The executive director evaluation documents were distributed.

## UNFINISHED BUSINESS

None.

## REPORTS

Building – None.

Finance – The next meeting will take place on April 25.

Strategic Plan – The revised plan was approved earlier in the meeting.

Personnel – None.

## ANNOUNCEMENTS

The Bookmobile will participate at the Tons of Trucks event on Sunday, April 22 from 11 a.m. to 2 p.m.

The library is hosting a Cinco de Mayo Celebration on Saturday, May 5 from 12:30 to 5:30 p.m.

The Community Service Council of Northern Will County is partnering with the library to present Money Smart Week, which will take place beginning Tuesday, April 24.

National Day of Prayer is on Thursday, May 3 at 5:45 a.m.

Trustee Newell will be hosting a security conference on Saturday, April 28 in the library.

The Friends Annual Dinner will be next week on April 24 in the library.

Trustee Prodehl will be taking part in the Lawyer in the Library event on June 30 in the library.

## EXECUTIVE SESSION

A motion was made by Kalnicky, seconded by Newell, to enter Executive Session at 8:17 p.m. for Personnel 5 ILCS 120/2 (c) (1).

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

A motion was made by Spindel, seconded by Valencia, to return to Open Session at 8:30 p.m.

## OPEN SESSION

## ADJOURNMENT

A consensus was taken and the Board adjourned at 8:34 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  
WILL AND DU PAGE COUNTIES, ILLINOIS