

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF TRUSTEES OF  
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
WILL AND DUPAGE COUNTIES, ILLINOIS  
HELD JANUARY 17, 2019  
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, January 17, 2019 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, Marcelo Valencia, Celeste Bermejo and Margaret (Peggy) Danhof.

ABSENT

None.

FOUNTAINDALE STAFF PRESENT

The following staff was present: Paul Mills, Juanita Lennon, Nancy Castellanos, Lea Pottle, Randi Carreno, Maureen Garzaro and Christine Tucker.

PUBLIC PRESENT

The following public was present: Courtney Soesbe and Otis Gatlin.

AGENDA APPROVAL

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

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

MINUTES OF THE BOARD MEETING – December 20, 2018

The minutes of the board meeting held December 20, 2018 were presented. A motion to approve the minutes was made by Prodehl, seconded by Spindel. Minutes were approved as read.

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

MINUTES OF THE EXECUTIVE SESSION – December 20, 2018

The minutes of the Executive Session held December 20, 2018 were presented. A motion to approve the minutes was made by Kalnicky, seconded by Newell. Minutes were approved as read.

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

EMPLOYEE RECOGNITION

President Danhof recognized Randi Carreno for her 15 years of service and presented her with a certificate and keychain. Danhof also recognized Christine Tucker for her five years of service and presented her with a certificate and keychain.

COMMENTS FROM THE PUBLIC

None.

FRIENDS OF THE LIBRARY

Jody Hargett had informed President Danhof that she unable to attend the Board Meeting.

The Friends have no report.

NEW BUSINESS

Approval of Ordinance 2019-1 – An ordinance abating a portion of the tax heretofore levied for the year 2018 to pay principal of and interest on \$10,000,000 General Obligation Library Building Bonds, Series 2008, of the Fountaindale Public Library District, Will and DuPage Counties, Illinois

A motion to approve Ordinance 2019-1 – An ordinance abating a portion of the tax heretofore levied for the year 2018 to pay principal of and interest on \$10,000,000 General Obligation Library Building Bonds, Series 2008, of the Fountaindale Public Library District, Will and DuPage Counties, Illinois was made by Prodehl, seconded by Spindel.

Mills reported the ordinance will abate \$465,784 of the building levy for tax year 2018 making the levy essentially flat.

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

Approval of Resolution 2019-1 – A Resolution Approving and Authorizing (1) PMA Financial Network, Inc. and PMA Securities, Inc. to Provide Investment Services and (2) Execution of the Declaration of Trust Establishing the Illinois Public Reserves Investment Management Trust

Courtney Soesbe from PMA Financial Network presented their new IPRIME Investment platform to the Board.

A motion to approve Resolution 2019-1 – A Resolution Approving and Authorizing (1) PMA Financial Network, Inc. and PMA Securities, Inc. to Provide Investment Services and (2) Execution of the Declaration of Trust Establishing the Illinois Public Reserves Investment Management Trust was made by Prodehl, seconded by Kalnicky.

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

Approval of Revised Circulation Policy and revised Circulation Policy Appendix 1 and Appendix 2

Castellanos discussed the changes in the draft revision of the circulation policy and the two appendices.

A motion to repeal the existing Circulation Policy and Circulation Policy Appendix 1 and Appendix 2 and approve the revised Circulation Policy and Circulation Policy Appendix 1 and Appendix 2 was made by Valencia, seconded by Spindel.

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

Approval of Revisions to Strategic Plan

Kalnicky discussed the proposed revisions to the Strategic Plan. Most of the revisions include revised completion dates. This proposed revision also extends the Plan to July 2019.

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

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

Approval of Request to Travel for Trustees to 2019 American Library Association Annual Conference in Washington D.C. – June 20-25, 2019

A motion to approve the request to travel for trustees to the 2019 American Library Association Annual Conference in Washington, D.C. from June 20-25, 2019 was made by Kalnicky, seconded by Valencia.

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

Approval of Request to Travel for Executive Director to 2019 American Library Association Annual Conference in Washington D.C. – June 20-25, 2019

A motion to approve the request to travel for the Executive Director to the 2019 American Library Association Annual Conference in Washington, D.C. from June 20-25, 2019 was made by Prodehl, seconded by Valencia.

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

Approval of Discipline Action Policy Section for the Employee Handbook

A motion to repeal the existing Discipline Action Policy section in the Employee Handbook and approve the revised Discipline Action Policy section for the Employee Handbook was made by Bermejo, seconded by Kalnicky.

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

Approval of Internal Complaint Procedure Section for the Employee Handbook

A motion to repeal the existing Internal Complaint Procedure section in the Employee Handbook and approve the revised Internal Complaint Procedure section for the Employee Handbook was made by Spindel, seconded by Newell.

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

Approval of Open Door Policy Section for the Employee Handbook

A motion to repeal the existing Open Door Policy section in the Employee Handbook and approve the revised Open Door Policy section for the Employee Handbook was made by Spindel, seconded by Kalnicky.

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

Approval of Performance Improvement Plans Section for the Employee Handbook

A motion to repeal the existing Dismissals other than Immediate Termination section in the Employee Handbook and approve the new Performance Improvement Plans section for the Employee Handbook was made by Valencia, seconded by Spindel.

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

Approval of Written Warnings Section for the Employee Handbook

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

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

LIBRARY PROJECTS

Mills reported that work continues in Studio 300 and he hopes to bring proposed costs to convert the 2<sup>nd</sup> Floor Computer Lab into a meeting room to the Board in February.

CORRESPONDENCE

None.

TREASURER'S REPORT

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

BILLS FOR APPROVAL

Bills Paid Report – January, 2019

Bills paid for the month of January in the amount of \$83,616.24 was presented for approval. Motion to approve was made by Spindel, seconded by Newell.

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

Bills Payable Report – January, 2019

Bills payable for the month of January in the amount of \$2,294,168.60 was presented for approval. Motion to approve was made by Spindel, seconded by Prodehl.

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

DIRECTOR'S REPORT –January, 2019

Mills reported that he will be attending the Illinois Library Association Legislative Meet-Up on February 1 and that he has also been asked to attend the March 1 Meet-Up to represent RAILS, the Reaching Across Illinois Library System.

Mills also noted that he anticipates bringing multiple Requests for Proposals (RFPs) for the Board to consider this year.

UNFINISHED BUSINESS

None.

REPORTS

Building – None.

Finance – The liaisons met last week. Prodehl and Spindel discussed issues with the District's current primary bank.

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

Personnel – None.

## ANNOUNCEMENTS

The Operation Christmas Garage Sale dates were moved to today (Thursday) and Friday, January 18 due to the anticipated inclement weather on Saturday.

The Bolingbrook Rotary Club will host their 4<sup>th</sup> Annual Mac & Cheese contest on March 9 at New Life Lutheran Church.

## ADJOURNMENT

A consensus was taken and the Board adjourned at 8:10 p.m.

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

/s/ Robert A. Kalnicky  
Vice President, 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  
WILL AND DUPAGE COUNTIES, ILLINOIS