

MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD SEPTEMBER 19, 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, September 19, 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, Kathryn Spindel, Ruth Newell, Marcelo Valencia, Celeste Bermejo and Margaret (Peggy) Danhof.

ABSENT

Trustee Robert Kalnicky was ill.

FOUNTAINDALE STAFF PRESENT

The following staff was present: Paul Mills, Juanita Lennon, Nancy Korczak and Lea Pottle.

PUBLIC PRESENT

The following public was present: Jennie Mills and Jody Hargett.

AGENDA APPROVAL

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

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

MINUTES OF THE BOARD MEETING – August 15, 2019

The minutes of the board meeting held August 15, 2019 were presented. A motion to approve the minutes was made by Spindel, seconded by Newell. Minutes were approved as read.

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

COMMENTS FROM THE PUBLIC

No comments were made.

FRIENDS OF THE LIBRARY

Jody Hargett reported that the Friends are getting ready for the Fall Book Sale. The Friends have received a large amount of donations. Studio 300 provided old equipment to sell at the Book Sale. The Friends will be sending out an email requesting volunteers to work the event. Lastly, the Friends voted to leave their current bank, BMO Harris and move their account to Bolingbrook Bank & Trust.

NEW BUSINESS

Approval of Ordinance 2019-6 – Budget & Appropriation Ordinance Fiscal Year 2019/2020

A motion to approve Ordinance 2019-6 Budget & Appropriation Ordinance Fiscal Year 2019/2020 was made by Spindel, seconded by Valencia.

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

Approval of Chief Fiscal Officer’s Certificate of Revenues by Source

A motion to approve the Chief Fiscal Officer’s Certificate of Revenues by Source was made by Valencia, seconded by Spindel.

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

Approval of Revised Drug and Alcohol Use Policy for the Employee Handbook

Pottle discussed the proposed revisions to the Drug and Alcohol Use Policy for the Employee Handbook in anticipation of the new legislation making recreational marijuana legal in the State of Illinois on January 1, 2020.

A motion to repeal the existing Drug and Alcohol Use Policy section in the Employee Handbook and approve the revised Drug and Alcohol Use Policy for the Employee Handbook was made by Valencia, seconded by Newell.

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

Approval of Revised InterLibrary Loan Policy

Mills discussed the proposed changes to the InterLibrary Loan Policy.

A motion to repeal the existing InterLibrary Loan Policy and approve the revised InterLibrary Loan Policy was made by Spindel, seconded by Valencia.

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

Approval of Revised Meeting Room Policy

Mills discussed the proposed changes to the Meeting Room Policy.

A motion to repeal the existing Meeting Room Policy and approve the revised Meeting Room Policy was made by Prodehl, seconded by Spindel.

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

Approval of Resolution 2019-10 – Resolution Approving Authorized Signers for the Naperville Bank & Trust Safe Deposit Box

Danhof discussed that this resolution lists the individuals who may access the District’s new safe deposit box at Naperville Bank & Trust. The list includes Board President Margaret (Peggy) Danhof, Vice President Robert Kalnicky, Executive Director Paul Mills and Finance Manager Jennie Nguyen.

A motion to approve Resolution 2019-10 Resolution Approving Authorized Signers for the Naperville Bank & Trust Safe Deposit Box was made by Spindel, seconded by Valencia.

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

Review of Requirements for Fiscal Year 2020 Illinois State Library Per Capita Grant

The Board of Trustees received and reviewed the requirements for the 2020 Illinois State Per Capita Grant which included:

- Review Chapters 11 through Appendices of *Illinois Library Association Trustee Fact File*
- Watch Webjunction webinar, *Getting to the Heart of the Community Through Discovery*
- Review Chapter 3 of *Serving Our Public 3.0: Standards for Illinois Public Libraries*
- Review information about the Digital Public Library of America and the Illinois Digital Archives

Approval of Request to Travel for Trustees to 2020 American Library Association Midwinter Meeting in Philadelphia, PA – January 24-28, 2020

A motion to approve the request to travel for Trustees to the 2020 American Library Association Midwinter was made by Spindel, seconded by Prodehl.

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

Approval of Request to Travel for Executive Director to 2020 Public Library Association Conference in Nashville, TN – February 25-29, 2020

A motion to approve the request to travel for the Executive Director to the 2020 Public Library Association Conference in Nashville, Tennessee from February 25-29, 2020 was made by Spindel, seconded by Valencia.

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

LIBRARY PROJECTS

Approval of Change Order #1 for the 2nd Floor Meeting Room Project

Director Mills gave an update on the 2nd Floor Meeting Room project. The walls have been completed and painting and carpeting will begin next week. There is a bit of a lead time on the custom sound panels and doors. The projected completion date is November 1.

Mills discussed Change Order #1, which relocates an existing pipe that interferes with the installation of the new projector screen. The total amount of the change order is \$552.

A motion to approve Change Order #1 for the 2nd Floor Meeting Room project was made by Prodehl, seconded by Spindel.

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

CORRESPONDENCE

None.

TREASURER'S REPORT

The Treasurer's Report for August, 2019 was presented by Treasurer Spindel and will be filed for audit.

BILLS FOR APPROVAL

Bills Paid Report – July, 2019

Bills paid for the month of July in the amount of \$5,635.91 was presented for approval. Motion to approve was made by Newell, seconded by Valencia.

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

Bills Paid Report – August, 2019

Bills paid for the month of August in the amount of \$199,167.00 was presented for approval. Motion to approve was made by Spindel, seconded by Prodehl.

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

Bills Paid Report – September, 2019

Bills paid for the month of September in the amount of \$61,643.63 was presented for approval. Motion to approve was made by Newell, seconded by Valencia.

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

Bills Payable Report – September, 2019

Bills payable for the month of September in the amount of \$215,395.41 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

DIRECTOR'S REPORT – September, 2019

Trustee Prodehl asked about the online auction. The library had recently worked with Obenauf to hold an online auction featuring old audiovisual equipment. The library expects to hold more auctions in the future.

UNFINISHED BUSINESS

Final Approval of Request to Travel for Trustees to 2019 Illinois Library Association Annual Conference in Tinley Park, IL - October 22-24, 2019

A motion for final approval of the request to travel for Trustees to 2019 Illinois Library Association Annual Conference in Tinley Park, Illinois was made by Spindel, seconded by Valencia.

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

REPORTS

Building – None.

Finance – None.

Strategic Plan – None.

Personnel – None.

ANNOUNCEMENTS

President Danhof wrote a resolution in honor of Trustee Rose E. Mosley from the Maywood Public Library. Ms. Mosely passed away in early September.

ADJOURNMENT

A consensus was taken and the Board adjourned at 7:47 p.m.

/s/ Steven J. Prodehl
Secretary, 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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