

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF TRUSTEES OF  
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
WILL AND DUPAGE COUNTIES, ILLINOIS  
HELD JANUARY 16, 2020  
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 16, 2020 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 and Margaret (Peggy) Danhof.

ABSENT

Trustee Celeste Bermejo is currently in the Philippines and could not attend the meeting.

FOUNTAINDALE STAFF PRESENT

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

PUBLIC PRESENT

The following public was present: Jody Hargett, Emilie Burkiewicz, Mollie Burkiewicz and Samantha Burkiewicz.

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, Danhof  
NAYES: None  
ABSENT: Bermejo

MINUTES OF THE BOARD MEETING – December 19, 2019

The minutes of the board meeting held December 19, 2019 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, Danhof  
NAYES: None  
ABSENT: Bermejo

MINUTES OF THE EXECUTIVE SESSION – December 19, 2019

The minutes of the Executive Session held December 19, 2019 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, Valencia, Danhof  
NAYES: None  
ABSENT: Bermejo

EMPLOYEE RECOGNITION

President Danhof recognized Ann Burkiewicz for her 20 years of service and presented her with a certificate and award.

COMMENTS FROM THE PUBLIC

No comments were made.

FRIENDS OF THE LIBRARY

Jody Hargett provided an update on the Friends of the Library. The Friends donated scholarships for three patrons to attend a Bolingbrook STEM program.

A local Bolingbrook organization donated 40 boxes of books to the Friends. The Friends are currently sorting the items.

NEW BUSINESS

Approval to Seek Requests for Proposals for Audit Services

Mills noted that the agreement with our current auditor has concluded and it is time to seek proposals for auditing services.

A motion to approve to seek requests for proposals for audit services was made by Spindel, seconded by Newell.

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

Approval to Seek Requests for Proposals for Multi-Function Duplicating Devices and Services

Mills reported that the current lease with our copier and printer vendor is coming to an end this year and it is time to seek proposals for a new lease.

A motion to approve to seek requests for proposals for multi-function duplicating devices and services was made by Newell, seconded by Valencia.

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

Approval of Revised Anti-Harassment and Anti-Discrimination Policy Section for the Employee Handbook

Lea Pottle, HR Manager, reported that this draft revision incorporates necessary changes required by recent Illinois legislation.

A motion to repeal the existing Anti-Harassment and Anti-Discrimination Policy Section in the Employee Handbook and approve the revised Anti-Harassment and Anti-Discrimination for the Employee Handbook was made by Newell, seconded by Valencia.

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

Approval of Revised Use of Staff Library Accounts Section for the Employee Handbook

Pottle noted that the change to this draft policy is designed to bring it in line with the District's new Fine Free status.

A motion to repeal the existing Use of Staff Library Accounts Section of the Employee Handbook and approve the revised Use of Staff Library Accounts Section for the Employee Handbook was made by Kalnicky, seconded by Spindel.

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

NAYES: None

ABSENT: Bermejo

Approval of Request to Travel for Trustees to 2020 American Library Association Annual Conference in Chicago, IL – June 25-30, 2020

A motion to approve the request to travel for trustees to the 2020 American Library Association Annual Conference in Chicago, IL during June 25-30, 2020 was made by Kalnicky, seconded by Prodehl.

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

NAYES: None

ABSENT: Bermejo

Approval of Request to Travel for Trustees to 2020 Illinois Library Association Legislative Meet-ups

A motion to approve the request to travel for trustees to the 2020 Illinois Library Association Legislative Meet-ups was made by Newell, seconded by Spindel.

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

NAYES: None

ABSENT: Bermejo

LIBRARY PROJECTS

Executive Director Mills reported that Meeting Room C is now available for patron use. A few minor items are on the punch list and it is anticipated they will be completed soon.

CORRESPONDENCE

The Board received thank you card from retired Outreach Services Manager Marianne Thompson.

## TREASURER'S REPORT

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

## BILLS FOR APPROVAL

### Bills Paid Report – January, 2020

Bills paid for the month of January in the amount of \$57,952.28 was presented for approval. Motion to approve was made by Newell, seconded by Spindel.

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

### Bills Payable Report – January, 2020

Bills payable for the month of January in the amount of \$2,506,368.20 was presented for approval. Motion to approve was made by Spindel, seconded by Newell.

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

## DIRECTOR'S REPORT – January, 2020

Director Mills reported that there were significant issues with the installation of the new security gates and he has been working with the vendor to resolve them.

Trustee Kalnicky asked about the library's transfer from BMO Harris to Bolingbrook Bank & Trust. Mills reported that it is progressing well and most accounts have been transferred over.

The next Staff In-Service Day will take place on February 7. Trustees Kalnicky and Prodehl will be the morning speakers.

Trustee Prodehl inquired about the Romanian story time.

## UNFINISHED BUSINESS

None.

## REPORTS

Building – None.

Finance – None.

Strategic Plan – None.

Personnel – None.

## ANNOUNCEMENTS

The library is holding a Winter Carnival after-hours event on Saturday, January 18 to kick off the 50<sup>th</sup> anniversary celebration.

## ADJOURNMENT

A consensus was taken and the Board adjourned at 7:57 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  
WILL AND DUPAGE COUNTIES, ILLINOIS