

MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD APRIL 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, April 16, 2020 at 7 p.m.

Pursuant to Governor Pritzker Executive Order 2020-07 which suspends the requirement of the Illinois Open Meetings Act requiring in-person attendance by members of a public body during the duration of the Gubernatorial Disaster Proclamation, some of the Fountaindale Trustees participated in the meeting through a video and audio access using the virtual meeting platform, Zoom.

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 and Margaret (Peggy) Danhof. Ruth Newell, Marcelo Valencia, Celeste Bermejo were present online via Zoom.

ABSENT

None.

FOUNTAINDALE STAFF PRESENT

The following staff was present: Paul Mills and Nancy Korczak. Juanita Lennon, Jeffrey Fisher, Joyce Arellano, Marta Makowski, Melisa Martinez and Lea Pottle were present online via Zoom.

PUBLIC PRESENT

The following public was present: Jennie Mills. Morgan McCaig was present online via Zoom.

AGENDA APPROVAL

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

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

MINUTES OF THE BOARD MEETING – February 20, 2020

The minutes of the board meeting held February 20, 2020 were presented. A motion to approve the minutes was made by Spindel, seconded by Valencia. Minutes were approved as read.

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

COMMENTS FROM THE PUBLIC

No comments were made.

FRIENDS OF THE LIBRARY

Jody Hargett from the Friends was unable to attend the meeting. President Danhof reported that the Spring Book Sale will be rescheduled for another time.

NEW BUSINESS

Approval of Brian Zabel & Associates, PC Proposal for Completion of Annual Audit and Financial Review

After receiving seven proposals for RFP Audit Services, Director Mills and the Finance Manager’s recommendation is to choose Brian Zabel & Associates PC. Their cost is less than we are currently paying, they specialize in government audits and have or have had 20 libraries as customers. Brian Zabel & Associates PC was also our auditor prior to our current auditor.

A motion to approve the Brian Zabel & Associates, PC proposal for completion of annual audit and financial review was made by Prodehl, seconded by Spindel.

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

Approval of Brooks Café Agreement Addendum (April 2020 – March 2021)

The Brooks Café Agreement is up for its annual extension. The current contract provides an option for four one-year extensions of the agreement. This year’s addendum would be the second of those four one-year extensions.

A motion to approve the Brooks Café Agreement Addendum from April 2020 to March 2021 was made by Newell, seconded by Valencia.

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

Approval of Appointment of Executive Director Evaluation Liaisons

A motion to approve Trustee Kathryn Spindel and Trustee Celeste Bermejo as the 2020 Executive Director Evaluation Liaisons was made by Newell, seconded by Valencia.

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

Approval of Appointment of Secretary Audit Liaisons

The Secretary Audit is a requirement of the Illinois Public Library Annual Report (IPLAR) which must be completed by August 1, 2020.

A motion to approve Trustee Marcelo Valencia and Trustee Ruth Newell was made by Kalnicky, seconded by Spindel.

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

Approval of Resolution 2020-1 – Resolution Approving a Board of Trustees Anti-Harassment and Anti-Discrimination Policy for the Fountaindale Public Library District

Former Human Resources Manager presented the policy. State legislation requires an anti-harassment and anti-discrimination policy for elected officials.

A motion to approve Resolution 2020-1 – Resolution approving a Board of Trustees Anti-Harassment and Anti-Discrimination Policy for the Fountaindale Public Library District was made by Valencia, seconded by Bermejo.

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

Approval of Revised Investment Policy

The revised Investment Policy features the following suggested addition under the Investment Parameters section of our policy.

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

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

LIBRARY PROJECTS

None.

CORRESPONDENCE

The library received a letter from Greg McCormick, Director of the Illinois State Library regarding the statute that requires public libraries to inform the State Librarian of any board member changes and vacancies.

TREASURER'S REPORT

The Treasurer's Report for both February and March, 2020 was presented by Treasurer Spindel and will be filed for audit.

BILLS FOR APPROVAL

Finance Manager, Jennie Nguyen included a memorandum regarding the check number revisions for the February 1, 2020 payments.

Bills Paid Report – March, 2020

Bills paid for post March in the amount of \$62,147.26 was presented for approval. Motion to approve was made by Kalnicky, seconded by Spindel.

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

Bills Paid Report – Post March, 2020

Bills paid for the month of March in the amount of \$600 was presented for approval. Motion to approve was made by Prodehl, seconded by Spindel.

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

Bills Paid Report – April, 2020

Bills paid for the month of April in the amount of \$61,237 was presented for approval. Motion to approve was made by Kalnicky, seconded by Newell.

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

Bills Payable Report – March, 2020

Bills payable for the month of March in the amount of \$389,610.96 was presented for approval. Motion to approve was made by Prodehl, seconded by Newell.

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

Bills Payable Report – April, 2020

Bills payable for the month of April in the amount of \$93,524.07 was presented for approval. Motion to approve was made by Spindel, seconded by Valencia.

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

DIRECTOR'S REPORT – April, 2020

Trustee Newell asked about the memo from Finance Manager Jennie Nguyen.

Mills provided a recap of the day leading to the library physically closing at 9 p.m. on March 16. Mills thanked all the Fountaindale staff for all their efforts in preparing to close the building.

Mills reported that the virtual library is open and that staff have been working to provide virtual programs, new content for our website, and digital collections for our community. Staff are also engaged in planning upcoming programs and creating plans for re-opening the physical library. Training and continuing education are also being conducted during this time. Each department provided a forward looking plan for the month of April in their Board Report.

Mills reported that the library has been talking with BCTV about broadcasting our virtual programming.

Trustee Spindel inquired about staff furloughs.

Trustee Kalnicky asked about the sign regarding the automated book return not working. Mills responded that due dates for materials have been extended until June 1 and the library is encouraging patrons to keep materials.

Trustee Newell asked if the library will provide masks and gloves for staff upon reopening. Mills reported that efforts are being made to secure both items for staff.

Trustee Spindel noted that the food pantry has been very well stocked.

IT Manager John Matysek and Building Operations Manager Tasos Priovolos are working on extending the library's wifi into the parking lot where patrons can safely use from their car.

Trustee Prodehl asked about the decision process to physically close the library.

A discussion ensued about furloughing and/or laying off staff.

Trustee Spindel asked about plans to re-open the library building. Mills reported that staff have been working in teams to consider all the factors involved in re-opening the library building. Mills said he is using the recommendations that have been created and incorporating new information and newly released standards to create a multi-phase plan to re-open the library.

Trustee Newell asked if there was a hiring freeze. Mills replied that there are three open positions which are not being filled at this time.

Mills noted that the former Human Resources Manager Lea Pottle will remain on as an HR consultant during this transition period.

UNFINISHED BUSINESS

None.

REPORTS

Building – None.

Finance – The liaisons will wait until the following quarter for their next meeting.

Strategic Plan – None.

Personnel – None.

ANNOUNCEMENTS

National Library Week is April 19 – 25, 2020 and this year’s theme is “Find Your Place at the Library.”

President Danhof announced that Patty Wong was elected as the new President of the American Library Association.

President Danhof mentioned the United for Libraries campaign of putting teddy bears in library windows to show that while libraries are physically closed, library staff are still available and working virtually. The library placed a teddy bear near our front door with a sign highlighting the library’s virtual services and offerings.

ADJOURNMENT

A consensus was taken and the Board adjourned at 8:31 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
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