

MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD MAY 21, 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, May 21, 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 7:01 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, Marcelo Valencia, Celeste Bermejo and Margaret (Peggy) Danhof.

Ruth Newell was present online via Zoom.

ABSENT

Trustee Robert Kalnicky.

Trustee Kalnicky had a family emergency that prevented his attendance.

FOUNTAINDALE STAFF PRESENT

The following staff was present: Paul Mills, Juanita Lennon, Nancy Korczak and Jose Robles.

Jeffrey Fisher, Melissa Bradley, Debra Schroeder, Rosemary Bauer, Joyce Arellano, Melisa Martinez, Dan Mekeel, Jennifer Fredrick, Susan Ford, Sabrina Smallwood, Steven Ford, Tasos Priovolos and Harris Khan were present online via Zoom.

PUBLIC PRESENT

The following public was present: Jennie Mills.

Jody Hargett, Kimberly and Guest were 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 Spindel, seconded by Bermejo.

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

MINUTES OF THE BOARD MEETING – April 16, 2020

The minutes of the board meeting held April 16, 2020 were presented. A motion to approve the minutes was made by Spindel, seconded by Prodehl. Minutes were approved as read.

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

EMPLOYEE RECOGNITION

President Danhof recognized Melissa Bradley, Communications Manager for her five years of service and virtually presented her with a certificate and keychain. Danhof also recognized Debra Schroder, Children’s Services Specialist for her five years of service and virtually presented her with a certificate and keychain.

COMMENTS FROM THE PUBLIC

No comments were made.

FRIENDS OF THE LIBRARY

Jody Hargett was unable to communicate via Zoom during the meeting and could not give an update.

NEW BUSINESS

Approval of Health Insurance for Fiscal Year 2020/2021

A motion to approve funding the allocation for health insurance for Fiscal Year 2020/2021 at \$6,700 per eligible employee for those employees selecting health insurance and to fund the allocation of \$500 for those employees who do not select insurance was made by Newell, seconded by Spindel.

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

Approval of FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19

The Family Medical Leave Act Leave Expansion and Emergency Paid Sick Leave Policy is a time specific policy which will begin April 1, 2020 and end December 31, 2020. The policy is for leave requests due to COVID-19 and does not replace district polices that pertain to other non-FFCRA leaves of absences.

A motion to approve the Family Medical Leave Act (FMLA) Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19 was made by Newell, seconded by Bermejo.

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

Approval of Resolution 2020-2 – Resolution Approving Agreement with Contractor Re Multi-Function Duplicating Devices and Services

Director Mills and IT Manager John Matysek reviewed the Multi-Function Duplicating Devices and Service request for proposals responses and recommended accepting the Konica Minolta lease proposal.

A motion to approve Resolution 2020-2 – Resolution approving agreement with contractor re multi-function duplicating devices and services was made by Prodehl, seconded by Valencia.

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

Approval of Quote for New MacBook Pro Laptops for Studio 300

The Apple Store quote of \$70,488 is for 18 new MacBook Pro Laptops to replace the current desktops and laptops in Studio 300.

A motion to approve the quote for New MacBook Pro laptops for Studio 300 was made by Newell, seconded by Valencia.

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

Approval of ITsavvy LLC Proposal for Computer Request for Proposals

Director Mills and IT Manager John Matysek also reviewed the staff computer request for proposals responses and recommended accepting ITsavvy LLC proposal for laptops and accessories. This quote is for \$30,051.40.

The desktop replacement will be deferred until a later time.

A motion to approve the ITsavvy LLC proposal for computer requests for proposals was made by Bermejo, seconded by Spindel.

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

LIBRARY PROJECTS

Executive Director Mills reports that any library projects have been deferred to a later time. Efforts are instead being concentrated on making modifications to prepare the library for a physical re-opening.

CORRESPONDENCE

None.

TREASURER'S REPORT

The Treasurer's Report as of April 30, 2020 was presented by Treasurer Spindel and will be filed for audit.

BILLS FOR APPROVAL

Bills Paid Report – Post April, 2020

Bills paid for the month of post April in the amount of \$17,693.03 was presented for approval. Motion to approve was made by Spindel, seconded by Valencia.

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

Bills Paid Report – May, 2020

Bills paid for the month of May in the amount of \$64,770.66 was presented for approval. Motion to approve was made by Newell, seconded by Spindel.

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

Bills Payable Report – May, 2020

Bills payable for the month of May in the amount of \$203,847.72 was presented for approval. Motion to approve was made by Spindel, seconded by Valencia.

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

DIRECTOR'S REPORT – May, 2020

Executive Director Mills commented that while the report is very long, he felt it was important to highlight all the work that staff have completed in April. Our virtual program attendance numbers have been very strong.

Mills reported that the library began patron drive-thru services on Monday, May 4. Fountaindale was one of two libraries to begin such services on May 4. The drive-thru hours expanded on Monday, May 18 to Monday-Thursday: noon – 9 p.m. and Friday-Saturday: noon – 6 p.m. Beginning in June, the drive-thru open hours will resume to their normal 72 hours per week.

RAILS delivery is still on hold so Fountaindale and Shorewood-Troy Public Libraries are currently sharing materials.

Mills and the management team have revised the reopening plan to mirror the State of Illinois' 5 Phase Plan.

Mills and Deputy Director Korczak have met with the Bolingbrook Park District to brainstorm ideas for this year's Ice Cream Social.

Mills complimented Deputy Director Korczak for all her work during this time.

Trustee Valencia asked how many staff are physically working in the library. Mills responded that it varies by department and every department is in the library at least one day a week.

Trustee Newell commented that patrons have said great things about the extended Wi-Fi in the parking lot. President Danhof agreed about the Wi-Fi. She also asked what is happening with Summer Adventure. Mills replied that Summer Adventure is moving forward though we will not have an in-person kickoff event this year.

Mills reported that this week the Outreach Department has begun collecting materials from the First Presbyterian Church of DuPage bookdrop and the Ashbury's bookdrop. Contactless delivery for homebound patrons will also resume this week.

UNFINISHED BUSINESS

None.

REPORTS

Building – None.

Finance – None.

Strategic Plan – None.

Personnel – None.

ANNOUNCEMENTS

Mills reported that he was the moderator for the *Everything Library Trustees Need to Know During COVID-19* Webinar. Over 750 people attended the webinar.

President Danhof shared the schedule for the virtual American Library Association Annual Conference. Danhof reported that the Illinois Library Association has canceled their Annual Conference scheduled for October 2020.

Trustee Newell shared that the Coretta Scott King Book Award winners and other winners will be accepting their awards virtually.

EXECUTIVE SESSION

A motion was made by Spindel, seconded by Valencia, to enter Executive Session at 8:10 p.m. for Personnel 5 ILCS 120/2 (c) (1).

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

A motion was made by Spindel, seconded by Bermejo, to return to Open Session at 8:36 p.m.

OPEN SESSION

APPROVAL OF EXECUTIVE DIRECTOR COMPENSATION ADJUSTMENT

President Danhof commented that in light of current circumstances, the Board opted to not give Executive Director Mills a salary increase. Trustee Spindel thanked Mills for all his hard work and noted how much the Board appreciated him.

A motion to approve a 0% increase and with paid time off to remain the same per policy for Executive Director Paul Mills was made by Spindel, seconded by Bermejo.

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

ADJOURNMENT

A consensus was taken and the Board adjourned at 8:47 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
WILL AND DUPAGE COUNTIES, ILLINOIS