

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF TRUSTEES OF  
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
WILL AND DUPAGE COUNTIES, ILLINOIS  
HELD JUNE 18, 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, June 18, 2020 at 7 p.m.

Pursuant to the Governor's Executive Orders, the Governor has made a disaster declaration in response to COVID-19. In accordance with 5 ILCS 120/7(e), the head of the public body has determined that an in-person meeting of all of the individual Board members under the Open Meetings Act is not practical or prudent. At least one board member will attend in person. Members of the public may continue to attend the meeting in-person or virtually.

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, Celeste Bermejo and Margaret (Peggy) Danhof.

Trustee Robert Kalnicky and Trustee Ruth Newell were present online via Zoom.

ABSENT

Trustee Marcelo Valencia was out of town and unable to attend the meeting.

FOUNTAINDALE STAFF PRESENT

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

Jeffrey Fisher was present online via Zoom.

PUBLIC PRESENT

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

Charles Pelkie, Chief of Staff for the Will County Clerk’s Office, 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 Spindel, seconded by Bermejo.

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

MINUTES OF THE BOARD MEETING – May 21, 2020

The minutes of the board meeting held May 21, 2020 were presented. A motion to approve the minutes was made by Prodehl, seconded by Newell. Minutes were approved as read.

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

MINUTES OF THE EXECUTIVE SESSION – May 21, 2020

The minutes of the Executive Session held May 21, 2020 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, Bermejo, Danhof  
NAYES: None  
ABSENT: Valencia

EMPLOYEE RECOGNITION

President Danhof recognized John Matysek for his 10 years of service and presented him with a certificate and award.

COMMENTS FROM THE PUBLIC

No comments were made. Director Mills received no comments via email.

FRIENDS OF THE LIBRARY

Jody Hargett provided an update for the Board. The Friends donated \$1,500 for scholarships to attend Theatre-on-the Hill’s Intro to Theatre Virtual Summer Workshop. African Spectrum purchased books from the Friends in the amount of \$400.

Hargett thanked Deputy Director, Nancy Korczak for all her help during this time. The Friends are unsure when the Book Cellar will reopen or when they will be able to receive donations. For now, the Friends are still leaving the Fall Book Sale (October 2-4) on the calendar depending on how things are in the Fall. The Friends’ Annual Dinner & Meeting was canceled due the pandemic and the four current officers will hold their positions.

NEW BUSINESS

Approval of Permanent Polling Place Agreements with Will County

Charles Pelkie, Chief of Staff for the Will County Clerk, expressed gratitude that the library is considering being open for the additional early voting hours. Discussion ensued regarding the proposed agreements and also the mechanics and safety considerations related to Early Voting.

A motion to approve the new Permanent Polling Place Agreements with Will County contingent on the Will County State’s Attorney approval was made by Prodehl, seconded by Kalnicky.

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

Approval of Updated Salary Structure for Fiscal Year 2021

A motion to approve the updated salary structure for Fiscal Year 2021 was made by Spindel, seconded by Newell.

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

Approval of Working Budget for Fiscal Year 2021

Trustee Prodehl inquired about merit increases. Mills responded that there are no merit increases in the working budget though there are several staff members who will need a raise to meet an upcoming minimum wage requirement. Mills noted that he would like to re-visit the possibility of some type of increase for staff later in the fiscal year if the budget allows.

Prodehl asked about what is included in the Cafeteria Plan line item. Mills discussed that it included health insurance costs. Discussion about the two Public Relations lines ensued and Mills reported that a better naming convention for the two lines will be developed.

A motion to approve the working budget for Fiscal Year 2021 was made by Spindel, seconded by Newell.

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

Approval of Revised Absence Due to Illness/Sick Section for Employee Handbook

Mills discussed the new Illinois Healthy Workplace Act and its requirements. The proposed revisions to the Absence Due to Illness/Sick Section for the Employee Handbook incorporate the required changes. Mills also included a proposal to increase the amount of sick time our part time staff receive from the equivalent of one week to the equivalent of two weeks.

A motion to repeal the existing Absence Due to Illness/Sick Section in the Employee Handbook and approve the revised Absence Due to Illness/Sick Section for the Employee Handbook was made by Spindel, seconded by Kalnicky.

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

LIBRARY PROJECTS

The library reopened to the public on Monday, June 15. All six Pinnacle libraries are open in some manner.

CORRESPONDENCE

Jesse White, Secretary of State & State Librarian, sent the library a letter awarding the library a FY2021 Illinois Public Library Per Capita Grant.

## TREASURER'S REPORT

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

## BILLS FOR APPROVAL

### Bills Paid Report – June, 2020

Bills paid for the month of June in the amount of \$61,176.64 was presented for approval. Motion to approve was made by Spindel, seconded by Prodehl.

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

### Bills Payable Report – June, 2020

Bills payable for the month of June in the amount of \$330,335.09 was presented for approval. Motion to approve was made by Newell, seconded by Spindel.

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

## DIRECTOR'S REPORT – May, 2020

Director Mills reported on the new Cards for Kids Act, which will provide a library card to nonresident minors who meet certain criteria. Mills does not foresee a significant impact for our library.

Mills reported on new legislation that declares November 3, 2020 a state holiday. It is unclear if the library is required to be closed that day as well. Mills expects to hear more soon.

The Board discussed a draft statement regarding current events.

Trustees Newell asked how many patrons have visited the library since we re-opened. Mills responded that at peak times we have seen approximately 50 patrons simultaneously in the library.

Newell asked about our materials. Mills reported that the library is currently quarantining items for 7 days out of an abundance of caution, which is more than the recommendation of 72 hours. Studies are being done to determine the best practices going forward. Not all collections are available at this time.

Trustee Spindel asked about Wi-Fi in our parking lot. Mills reported that both patrons and staff are utilizing this service now.

Mills reported that production had stopped on the new bookmobile because of COVID-19. Work has resumed and Outreach Services Manager Tana Petrov and bookmobile consultant Michael Swendrowski will be traveling to Wisconsin to inspect the chassis and the hybrid powertrain. The bookmobile will then be transported to Summit Body Works in Colorado for completion.

Mills distributed a draft of the new Bookmobile wrap. The trustees discussed the wrap and shared their thoughts.

### UNFINISHED BUSINESS

None.

### REPORTS

Building – None.

Finance – None.

Strategic Plan – None.

Personnel – None.

### ANNOUNCEMENTS

Trustee Newell inquired if the Pathways Parade has been canceled. Mills reported that he believes it is still on and that the library is still investigating having a float for the Parade.

Newell also asked how was the food pantry was doing. Mills replied that it has been well stocked, maintained and utilized.

Trustee Spindel asked when Brooks Café will reopen. Mills said he spoke with Jan Peterson and they will be looking at options for sometime in Phase 4 of the State's Re-Opening Plan.

The Bolingbrook Annual Village Picnic will take place next Sunday, June 28 from noon – 6 p.m.

The American Library Association Virtual Conference will begin on Wednesday, June 24. President Danhof and Trustee Newell will be attending.

Director Mills will be on vacation June 29 – July 3.

ADJOURNMENT

A motion to adjourn the meeting at 8:29 p.m. was made by Spindel, seconded by Bermejo.

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

/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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