

FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
BOARD OF LIBRARY TRUSTEES

March 18, 2021 | 7 p.m.

300 West Briarcliff Road | Bolingbrook | Meeting Room A (1<sup>st</sup> Floor)  
and

Zoom Online Meeting

<https://us02web.zoom.us/j/85457060330>

Phone Number: 1 312 626 6799 Meeting ID: 854 5706 0330

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.

Public comment may be emailed to Executive Director Paul Mills ([pmills@fountaindale.org](mailto:pmills@fountaindale.org)) at least two hours prior to the scheduled meeting. Said email will be read by a representative of the Board at said meeting or otherwise placed into the record.

1. Call to Order and Roll Call of Trustees
2. Pledge of Allegiance
3. Approval of Agenda
4. Minutes for Approval
  - a. Board Meeting –
5. Comments from the Public
6. Friends of the Library
7. New Business – Action Items
  - a. Approval of Brooks Café Agreement Addendum (April 2021 – March 2022)
  - b. Approval of Netrix Proposal for Computers Request for Proposals
  - c. Approval of Forward Space Proposals for Glass Partitions and Reconfiguration of Staff Areas
8. Library Projects
9. Correspondence
10. Treasurer's Report
11. Bills for Approval
  - a. Bills Paid Report – Post February, 2021
  - b. Bills Paid Report – March, 2021
  - c. Bills Payable Report – March, 2021
12. Director's Report – February, 2021
13. Unfinished Business
14. Reports
  - a. Building
  - b. Finance
  - c. Strategic
  - d. Personnel
15. Announcements
16. Adjournment

**March 2021 Agenda Background**  
Paul Mills

7. New Business – Action Items

a. Approval of Brooks Café Agreement Addendum (April 2021 – March 2022)

Our café agreement is up for its annual extension. The current contract provides an option for four one-year extensions of the agreement. If approved, this addendum would be the third of those four one-year extensions.

*Suggested Motion: Motion to approve the Brooks Café Agreement Addendum (April 2021 – March 2022) with Ms. Jan Peterson.*

b. Approval of Netrix Proposal for Computer Request for Proposals

9 proposals were received in response to the Staff Computer Request for Proposals that we published. John Matysek, our IT Manager, reviewed them and found that the proposal from Netrix was the lowest priced proposal that best met our Request for Proposals.

The cost to the library is \$142,058.50 for the computers and accessories from the Netrix proposal.

*Suggested Motion: Approval of Netrix Proposal for the Computer Request for Proposals.*

c. Approval of Forward Space Proposals for Glass Partitions and Reconfiguration of Staff Areas

Tasos Priovolos, our Building Operations Manager, worked to obtain the attached proposals from Forward Space to add the glass partitions to our staff areas and to reconfigure our Collection Services area. The pricing is from a contract that the State of Illinois has made available through their Unified Procurement Program. The funds for this work would come from the budget adjustment previously approved by the Board.

The cost to the library is for the two Forward Space proposals is \$106,396.92.

*Suggested Motion: Motion to approve the two Forward Space Proposals for glass partitions and reconfiguration of staff areas.*

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF TRUSTEES OF  
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
WILL AND DUPAGE COUNTIES, ILLINOIS  
HELD FEBRUARY 18, 2021  
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, February 18, 2021 at 7 p.m.

CALL TO ORDER

The meeting was called to order at 7 p.m. by Vice President Robert Kalnicky.

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 Robert Kalnicky.

Trustees Ruth Newell and Marcelo Valencia were present via Zoom.

ABSENT

President Margaret (Peggy) Danhof was currently out of state.

FOUNTAINDALE STAFF PRESENT

The following staff was present: Paul Mills and Juanita Lennon.

Nancy Korczak and Jeffrey Fisher were present via Zoom.

PUBLIC PRESENT

The following public was present: Jennie Mills.

Jody Hargett was present via Zoom.

## AGENDA APPROVAL

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

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

## MINUTES OF THE BOARD MEETING – January 21, 2021

The minutes of the board meeting held January 21, 2021 were presented. A motion to approve the minutes was made by Newell, seconded by Prodehl. Minutes were approved as read.

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

## MINUTES OF THE EXECUTIVE SESSION – January 21, 2021

The minutes of the Executive Session held January 21, 2021 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, Kalnicky  
NAYES: None  
ABSENT: Danhof

## COMMENTS FROM THE PUBLIC

No comments were made.

## FRIENDS OF THE LIBRARY

Jody Hargett reported that due to inclement weather, the Friends have been unable to get to the library to restock the Nook area. The Friends will stop by next week to work on the Nook.

NEW BUSINESS

Approval of Intergovernmental Agreement Between Fountaindale Public Library District and Will County Regarding Ballot Collection Box Drop-Off Site

Will County requested permission to place a ballot collection box at the library for the April 6, 2021 Consolidated Election. The legislative status of ballot collection boxes for the upcoming election is unknown at this time and that may preclude the placement of the box.

A motion to approve the intergovernmental agreement between Fountaindale Public Library District and Will County regarding the ballot collection box drop-off site was made by Newell, seconded by Spindel.

AYES: Prodehl, Spindel, Newell, Valencia, Bermejo  
NAYES: Kalnicky  
ABSENT: Danhof

Approval of Revised Circulation Policy

Mills discussed the changes to library card registration and responsibility for damage to personal equipment in the draft revision of the Circulation Policy.

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

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

Approval of Appointment of Executive Director Evaluation Liaisons

The Executive Director Evaluation Liaisons are charged with organizing the Executive Director evaluation process.

A motion to approve the appointment of Margaret “Peggy” Danhof and Robert Kalnicky as the 2021 Executive Director Evaluation Liaisons was made by Spindel, seconded by Bermejo.

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

## LIBRARY PROJECTS

Executive Director Mills reported that the floor repair in the Children's department has been repaired. Now the floor just needs to be refinished to match the surrounding flooring.

Mills also commented that library is working hard to maintain the parking lot during this winter. Building Operations Manager Tasos Priovolos noted that the parking lot will most likely need repair in the near future.

Trustee Newell questioned how the roof is holding up with all the snow this winter. Mills remarked that the roof is periodically checked several times a year and is doing well.

## CORRESPONDENCE

None.

## TREASURER'S REPORT

The Treasurer's Report for January, 2021 was presented by Treasurer Spindel and will be filed for audit.

## BILLS FOR APPROVAL

### Bills Paid Report – February, 2021

Bills paid for the month of February in the amount of \$64,768.71 was presented for approval. Motion to approve was made by Spindel, seconded by Prodehl.

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

### Bills Payable Report – February, 2021

Bills payable for the month of February in the amount of \$125,802.46 was presented for approval. Motion to approve was made by Spindel, seconded by Newell.

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

## DIRECTOR'S REPORT – January, 2021

Mills reported that RAILS, our regional library system, has changed their materials quarantine time to 24 hours.

Mills announced that Studio 300 Manager Jeffrey Fisher will be retiring in April. Mills and the Board thanked Fisher for his excellent work serving our community.

The request for proposals for staff computers are due Friday morning.

Trustee Prodehl asked about mechanical issues with the Library Express Van.

## UNFINISHED BUSINESS

None.

## REPORTS

Building – None.

Finance – The liaisons met on Monday, February 15. The quarterly budget and investment reports are included.

Strategic Plan – None.

Personnel – None.

## ANNOUNCEMENTS

The Bolingbrook Lions Foundation and St. Dominic Knights of Columbus will hold a St. Patrick's Day drive thru dinner on March 15 at the Levy Center.

Trustee Spindel shared that she will soon be a great-grandmother.

Trustee Newell attended the virtual American Library Association Midwinter Meeting. Newell also shared that once again she will be a grandmother.

ADJOURNMENT

A motion to adjourn the meeting at 7:32 p.m. was made by Spindel, seconded by Bermejo.

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

Approved: \_\_\_\_\_  
Steven J. Prodehl, Secretary

\_\_\_\_\_  
Robert A. Kalnicky, Vice President

\_\_\_\_\_  
Margaret J. (Peggy) Danhof, President



Addendum to Agreement between  
Fountaindale Public Library District and Brooks Café

dated \_\_\_\_\_ This ADDENDUM is attached to and forms part of the Agreement between Fountaindale Public Library District and Brooks Cafe as of April 1, 2021. To the extent that any of the terms or conditions contained in this ADDENDUM may contradict or conflict with any of the terms or conditions of the attached Agreement, it is expressly understood and agreed that the terms of this ADDENDUM shall take precedence and supersede the attached Agreement.

The Licensee's monthly fee payment will be \$25 effective April 1, 2021. Fee payment is due on or before the first day of each month, a \$50 late fee will be imposed if the payment is not made by the 10<sup>th</sup>.

The licensor shall have the sole and exclusive right to amend this with regard to fees payable by Licensee after review and inspection of the Licensee's financial records, which records shall be produced to Licensor by Licensee upon written notice.

Signed

\_\_\_\_\_  
Licensee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Licensor

\_\_\_\_\_  
Date



## OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

**ILLINOIS STATE LIBRARY**  
Gwendolyn Brooks Building  
300 South Second Street  
Springfield, Illinois 62701-1796

February 26, 2021

Mr. Paul Mills  
Fountaindale Public Library District  
300 West Briarcliff Road  
Bolingbrook, Illinois 60440-2844

Dear Mr. Mills:

This is an annual reminder that public library districts are statutorily required to inform the State Librarian of board member changes and vacancies. As stipulated in the Public Library District Act of 1991, 75 ILCS 16/30-40(d), the secretary of the board of trustees shall report a vacancy on the board to the County Clerk and the State Librarian within 60 days after it occurs and shall report the filling of a vacancy within 60 days after it is filled.

Information to be included when a vacancy occurs and when a vacancy is filled:

- board member name,
- mailing address,
- phone number,
- e-mail address,
- office held and term expiration date.

Please submit this information by email to: [ISL\\_districtboards@ilsos.gov](mailto:ISL_districtboards@ilsos.gov) including the name of your library district.

Thank you for continuing to provide outstanding public service to your library patrons.

Sincerely,

A handwritten signature in cursive script that reads "Greg McCormick".

Greg McCormick, Director  
Illinois State Library

cc: Margaret Danhof, Board President

GM:ldg

# Fountaindale Public Library District

## Cash and Investment

February 28, 2021

	<u>Beginning Balance</u>	<u>Net Change-YTD</u>	<u>Ending Balance</u>
Cash and Investments			
Cash			
Cash Checking/Wintrust Operating	\$0.00	\$728,148.80	\$728,148.80
Cash Checking/BMO Operating	\$783,397.51	(\$783,397.51)	\$0.00
Cash Checking/Payroll	\$186,644.40	(\$3,355.94)	\$183,288.46
Petty Cash	\$2,429.25	\$302.84	\$2,732.09
Total Cash	<u>\$972,471.16</u>	<u>(\$58,301.81)</u>	<u>\$914,169.35</u>
Investments			
Investment - General Fund/Wintrust MM	\$6,677,388.60	(\$375,120.08)	\$6,302,268.52
Investment - IL Funds/General	\$70,052.78	\$1,173.36	\$71,226.14
Investment - IL Funds/INB/E-Pay	\$57,746.31	\$8,015.33	\$65,761.64
Investment - Special Reserve/Wintrust MM	\$2,042,408.59	\$36,250.70	\$2,078,659.29
Investment - Working Cash/Wintrust MM	\$1,074,669.45	(\$2,295.78)	\$1,072,373.67
Investment - Special Reserve/PMA	\$15,260,952.35	\$333,039.82	\$15,593,992.17
Total Investments	<u>\$25,183,218.08</u>	<u>\$1,063.35</u>	<u>\$25,184,281.43</u>
Bond Fund			
4-1211-40 Invest/Wintrust MM Account	\$1,447,597.04	(\$1,272,098.55)	\$175,498.49
Total Bond Fund	<u>\$1,447,597.04</u>	<u>(\$1,272,098.55)</u>	<u>\$175,498.49</u>
Building Project Fund			
9-1211-90 Invest/Wintrust MM Account	\$10,613.02	(\$10,613.02)	\$0.00
Total Building Project Fund	<u>\$10,613.02</u>	<u>(\$10,613.02)</u>	<u>\$0.00</u>
Total Cash and Investments	<u>\$27,613,899.30</u>	<u>(\$1,339,950.03)</u>	<u>\$26,273,949.27</u>

Special Res. PMA - 0.78%  
General - IL Fund - 0.077%  
Money Market Wintrust - 0.116%

# Fountaindale Public Library District

## Revenue Report

February 28, 2021

	<b>Current Month</b>	<b>Year to Date</b>	<b>Percent Collected</b>	<b>Budgeted Receipts</b>	<b>Uncollected Receipts</b>
Revenue					
Revenue Funds 1-8					
Property Tax - Will - 2020 Est.	\$0.00	\$0.00	0.00 %	\$4,371,495.00	\$4,371,495.00
Property Tax Dupage 2020 Est.	\$0.00	\$0.00	0.00 %	\$89,214.00	\$89,214.00
Property Tax Will - 2019	\$0.00	\$4,422,395.61	100.04 %	\$4,420,765.00	(\$1,630.61)
Property Tax Dupage - 2019	\$0.00	\$85,847.92	95.15 %	\$90,220.00	\$4,372.08
Other Tax	\$0.00	\$82,409.35	109.85 %	\$75,020.00	(\$7,389.35)
Interest	\$2,024.30	\$129,908.61	99.93 %	\$130,000.00	\$91.39
Circulation Fees	\$766.76	\$7,706.63	77.07 %	\$10,000.00	\$2,293.37
Copy Machines	\$265.55	\$2,796.31	55.93 %	\$5,000.00	\$2,203.69
Fax Machine	\$248.18	\$3,259.02	65.18 %	\$5,000.00	\$1,740.98
Printing	\$964.73	\$9,723.65	64.82 %	\$15,000.00	\$5,276.35
Miscellaneous	\$87.89	\$3,249.33	0.00 %	\$0.00	(\$3,249.33)
Reimbursements	\$0.00	\$17,658.11	0.00 %	\$0.00	(\$17,658.11)
Board Reimbursements	\$0.00	\$87.50	0.00 %	\$0.00	(\$87.50)
Leases	\$0.00	\$0.00	0.00 %	\$300.00	\$300.00
Grant Income	\$0.00	\$84,603.75	100.00 %	\$84,604.00	\$0.25
<b>Total Operating Funds</b>	<b>\$4,357.41</b>	<b>\$4,849,645.79</b>	<b>52.17 %</b>	<b>\$9,296,618.00</b>	<b>\$4,446,972.21</b>
Building Project Fund Revenue					
Interest Building Project Fund	\$0.00	\$0.06	0.00 %	\$0.00	(\$0.06)
<b>Total Building Project Fund</b>	<b>\$0.00</b>	<b>\$0.06</b>	<b>0.00 %</b>	<b>\$0.00</b>	<b>(\$0.06)</b>
Bond Fund					
Property Tax - Will 2020 Est.	\$0.00	\$0.00	0.00 %	\$1,907,637.00	\$1,907,637.00
Property Tax - Dupage 2020 Est.	\$0.00	\$0.00	0.00 %	\$38,931.00	\$38,931.00
Property Tax - Will 2019	\$0.00	\$1,437,790.87	100.02 %	\$1,437,529.00	(\$261.87)
Property Tax - Dupage 2019	\$0.00	\$28,182.98	96.07 %	\$29,337.00	\$1,154.02
Interest Bond Fund	\$10.41	\$1,669.71	16.70 %	\$10,000.00	\$8,330.29
<b>Total Bond Fund</b>	<b>\$10.41</b>	<b>\$1,467,643.56</b>	<b>42.87 %</b>	<b>\$3,423,434.00</b>	<b>\$1,955,790.44</b>
<b>Total Revenue</b>	<b>\$4,367.82</b>	<b>\$6,317,289.41</b>	<b>49.66 %</b>	<b>\$12,720,052.00</b>	<b>\$6,402,762.59</b>

# Fountaindale Public Library District

## Expenditure Report

February 28, 2021

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	\$338,308.01	\$2,985,958.50	62.61 %	\$4,769,512.00	\$1,783,553.50
Contractual Services	\$7,743.73	\$277,783.72	48.33 %	\$574,800.00	\$297,016.28
Supplies & Utilities	\$35,350.53	\$258,540.85	38.78 %	\$666,650.00	\$408,109.15
Library Materials	\$60,249.47	\$559,588.34	43.36 %	\$1,290,500.00	\$730,911.66
Capital Expenditures	\$8,559.93	\$84,380.85	8.17 %	\$1,033,360.00	\$948,979.15
Miscellaneous	\$1,232.07	\$9,021.92	12.03 %	\$75,000.00	\$65,978.08
Per Capita Grant	\$0.00	\$0.00	0.00 %	\$84,604.00	\$84,604.00
Total General Fund Expenditures	\$451,443.74	\$4,175,274.18	49.15 %	\$8,494,426.00	\$4,319,151.82
Other Fund Expenditures					
Audit Fund Expenditures	\$0.00	\$2,600.00	21.49 %	\$12,100.00	\$9,500.00
Liability Insurance Fund Expenditures	\$358.42	\$89,038.80	69.83 %	\$127,500.00	\$38,461.20
Soc Sec/IMRF Fund Expenditures	\$54,808.46	\$448,300.67	56.41 %	\$794,769.38	\$346,468.71
Special Reserve Fund Expenditures	\$0.00	\$0.00	0.00 %	\$40.00	\$40.00
Maintenance Fund Expenditures	\$14,586.37	\$189,928.50	58.26 %	\$326,000.00	\$136,071.50
Total Other Fund Expenditures	\$69,753.25	\$729,867.97	57.91 %	\$1,260,409.38	\$530,541.41
Total Expenditures - Operating Funds	\$521,196.99	\$4,905,142.15	50.28 %	\$9,754,835.38	\$4,849,693.23
Building Project Fund Expenditures					
	\$0.00	\$143.22	100.00 %	\$143.22	\$0.00
Total Building Project Fund Expenditures	\$0.00	\$143.22	100.00 %	\$143.22	\$0.00
Bond Fund Expenditures					
Principal Payment - 2008	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Payment - 2008	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Principal Payment - 2016A	\$0.00	\$890,000.00	100.00 %	\$890,000.00	\$0.00
Interest Payment - 2016A	\$0.00	\$187,600.00	100.00 %	\$187,600.00	\$0.00
Principal Payment - 2018	\$0.00	\$1,050,000.00	100.00 %	\$1,050,000.00	\$0.00
Interest Payment - 2018	\$0.00	\$440,250.00	100.00 %	\$440,250.00	\$0.00
Principal Payment - 2019	\$0.00	\$20,000.00	100.00 %	\$20,000.00	\$0.00
Interest Payment - 2019	\$0.00	\$291,600.00	100.00 %	\$291,600.00	\$0.00
Total Bond Fund Expenditures	\$0.00	\$2,879,450.00	100.00 %	\$2,879,450.00	\$0.00
Total	\$0.00	\$2,879,593.22	100.00 %	\$2,879,593.22	\$0.00
Total Expenditures - All Funds	\$521,196.99	\$7,784,735.37	61.62 %	\$12,634,428.60	\$4,849,693.23

**Fountaindale Public Library District**

**Bills Paid - Operating Account**

February 2021

<u>Payee Name</u>	<u>Description</u>	<u>Payment Date</u>	<u>Check/Draft Number</u>	<u>Account Number</u>	<u>Payment Amount</u>
OPTO International, Inc.	50% Deposit Balance -Bag Stand, Edge Post & Sign Holders	2/23/2021	55053	1-4341-10	\$959.30
					<b><u>\$959.30</u></b>



Jennie Nguyen, Finance Manager

**Fountaindale Public Library District**

**Bills Paid - Operating Account**

March 2021

<u>Payee Name</u>	<u>Description</u>	<u>Payment Date</u>	<u>Check/Draft Number</u>	<u>Account Number</u>	<u>Payment Amount</u>
AFLAC	Employer Insurance Contribution - February 2021	3/1/2021	854	1-4192-10	\$12.09
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - March 2021	3/1/2021	55054	1-4192-10	\$30,057.48
Dearborn National Life Insurance Company	Employer Insurance Contribution - March 2021	3/1/2021	55055	1-4192-10	\$543.98
Fidelity Security Life Insurance/EyeMed	Employer Insurance Contribution - March 2021	3/1/2021	55056	1-4192-10	\$200.77
Home Depot	Building - Hold Shelves Materials	3/1/2021	55057	8-4211-30	\$36.44
Illinois Municipal Retirement Fund	Employer Contribution - February 2021	3/1/2021	855	5-4142-10	\$29,764.25
					<b><u>\$60,615.01</u></b>

  
 \_\_\_\_\_  
 Jennie Nguyen, Finance Manager

<u>Gross Payroll &amp; FICA Expense - February 2021</u>	
Gross Payroll	\$306,966.75
FICA	\$22,695.01
<b>Total Gross Payroll &amp; FICA</b>	<b><u>\$329,661.76</u></b>