

FONDULAC DISTRICT LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
NOVEMBER 25, 2024

Members of the Fondulac District Library Board of Trustees met on Monday, November 25, 2024, in the Kolb Memorial Conference Room, 400 Richland Street, East Peoria, IL, for their regular meeting. Vice President Sherwood called the meeting to order at 6:00 p.m.

On roll call, the following members were present: Mrs. Carbiener, Mr. Grose, Mrs. Humphrey, Mrs. Pulling, Mr. Sherwood, and Mr. Swearingen. Also present was Mrs. Buhr, Director and Mrs. Cox, Business Manager. Mrs. Hanks was absent.

Mrs. Buhr presented the "Mission Moment" where she gave a tour of the new website that launched on November 19 and answered questions from the board.

M/S/P (Grose/Pulling) to approve the consent agenda which includes the October 28, 2024 regular board meeting minutes, and approval of bills. All present voting yea.

For the Treasurer's Report Mr. Grose reported that a transfer for \$200,000 made on November 4 from the general checking account to establish the Operational Reserve CD voted on in the October meeting. Fund Activity was also reported – see attachment to minutes.

Mrs. Buhr received confirmation from IMRF that the employer rate for 2025 will be 8.25% (down from 8.8% in 2024). This rate is the same as the preliminary rate that was used for budget purposes so no adjustments are necessary.

The Per Capita Grant application is due Mid-January so a discussion on the standards review was added to the agenda. Mrs. Buhr updated the document that has been in use for several years showing where the library is meeting or working to meet standards for the application. The board agreed with the discussion points.

M/S/P (Swearingen/Humphrey) to approve the 2024 Revenue Recapture Selection. Every year the library receives a notice from the County Clerk that includes the options to increase the bonds by 1% or take the recapture amount. The recapture amount is about twice as much as the bond option. All present voting yea.

M/S/P (Grose/Carbiener) to approve the Reference Policy. This policy, which is based on equal, safe service, helps to codify the way that the library already functions into a policy for staff and patrons. All present voting yea.

M/S/P (Carbiener/Swearingen) to approve the Program and Display Policy. The previous program policy was only one line and was passed when programming was a new thing for the

library. This new policy helps present to staff and the public how programming decisions are made and states that all library programming is put on by the library, though there will be some partnerships with outside agencies to put on a specific program. All present voting yea.

M/S/P (Swearingen/Grose) to revise the Community Information Policy. While Mrs. Buhr was having the lawyer review the above policies, this policy was also included. The lawyer recommended the removal of the word “approve” because it gives the impression of a judgement being made when the library is only reviewing items for the community board to be sure they meet the policy guidelines. All present voting yea.

M/S/P (Pulling/Carbiener) to repeal Library Policies: Reference Service Policy, Program Policy, Display Case Policy, Temporary Policy for Facility Use and Services during the COVID-19 Pandemic, Fax Service Policy and Photocopy Machine Policy. The Reference Service Policy, Program Policy and Display Case Policy are all replaced by new policies that have been approved above. The Facility Use during COVID policy was in place until repealed so it needed to be officially repealed. The Fax and Photocopy Machine policies contain information that is included in other more robust policies. All present voting yea.

M/S/P (Grose/Swearingen) to approve the Pay Structure and Pay Grade Assignments. This is year 2 of the Market Benchmarking Project structure. Every year there are recommendations on a percentage to adjust the structure. This year the adjustment recommendation is 2.5% which accounts for the change in Illinois Minimum Wage to \$15.00/hour starting in January 2025. All present voting yea.

M/S/P (Marilyn/Grose) to approve a Staff Holiday Consideration. After discussion of multiple options and impacts to the budget the board decided to award all hourly employees a Staff Holiday Consideration of one day’s pay and the salaried employees a flat \$225 consideration. On roll call, all present voting yea.

M/S/P (Grose/Swearingen) to approve the December bills to be paid. All present voting yea.

In Closing Comments, Mrs. Buhr asked for 2 officers to come sign checks on December 20 since there is no board meeting in December. Mr. Grose volunteered and the other 2 officers present said that they could come in if needed as well.

M/S/P (Carbiener/Pulling) to adjourn the meeting at 6:53 p.m. All present voting yea.

Secretary

Approved as _____
January 27, 2025
Recorded by: Rebecca L. Cox