

**Peru Public Library District
Board of Trustees
11 January 2018
6:00 pm**

Present: Jenifer Barr, Gail Grabowski, Linda Hiltabrand, Mary Lindenmeyer, Doug Olivero and Director Charm Ruhnke

Absent: Jean Carter, Mike Watts

1. Call to order: Vice-President Doug Olivero called the meeting to order at 6:00pm.
2. Changes to the agenda: There were no changes.
3. Public comments: There were no public comments.
4. Approval of minutes of November 2017: Gail Grabowski moved to approve the minutes of November 2017; Jenifer Barr seconded. The motion carried.
5. Financial report
 - a. Approve disbursements for December 2017 and January 2018: Linda Hiltabrand moved to approve disbursements for December 2017 and January 2018; Jenifer Barr seconded. The motion carried.
 - b. Accept financial report for November 2017 and December 2017: Jenifer Barr moved to accept the financial report for November 2017 and December 2017; Gail Grabowski seconded. The motion carried.
6. Correspondence
 - a. The file contained a thank you note from the Illinois Valley Food Pantry for the 343 pounds of food donated and a thank you from the library staff for the holiday bonus. There was also a notice of the City of Peru Annexation Ordinance #6253.
7. Librarian's report
 - a. Economic Interest forms should be coming to the trustees in February.
 - b. The Per Capita Grant was filed with the State of Illinois Library.
 - c. The Comptroller's Office requires an Annual Financial Report from our library district. The library has a February extension for submission.
 - d. Director Ruhnke offered several titles for the library's newsletter.
 - e. An informational packet, for new patrons and to those renewing their library card, was shared. Suggestions were made for updating the library brochure.
8. Prior meeting follow-up
 - a. The recent Library Safety Workshop was discussed.
 - b. Discussion was held as to whether to renew our movie license at the annual rate or per movie fee. The discussion was tabled.
 - c. Library loan periods and library fines will be discussed at the February meeting.
9. President's report: There was no report.
10. Executive session: There was no call for an executive session.
11. Action and/or discussion items
 - a. Sexual Harassment Policy 17/18-007: Gail Grabowski moved to accept, as amended, the Sexual Harassment Policy 17/18-007; Linda Hiltabrand seconded. The motion carried.

- b. Interlibrary Loan Policy: The Interlibrary Loan Policy will be on the agenda for adoption at the February meeting.
 - c. Computer and Internet Use Policy: The Computer and Internet Use Policy will be on the agenda for adoption at the February meeting.
12. Board Orientation
- a. Library Law: There will be a brief presentation of library law on the agenda each month. This is to familiarize the trustees with their responsibilities.
13. Adjournment: There being no further business, Vice President Doug Olivero adjourned the meeting at 6:55 pm.

Submitted by: Mary Lindenmeyer/Secretary