

Regular Meeting  
Board of Trustees  
Peru Public Library District  
12 July 2018  
6:00 pm

Present: Gail Grabowski, Linda Hiltabrand, Mary Lindenmeyer, Doug Olivero, Mike Watts and Director Ruhnke

Absent: Jenifer Barr and Jean Carter

1. Call to order: President Mike Watts called the meeting to order at 6:00 pm.
2. Changes to the agenda: Under 8. Prior meeting follow-up, add c. Audit
3. Public comments: There were no public comments.
4. Approval of minutes of June 2018: Gail Grabowski moved to approve the minutes of June 2018, with attachments; Doug Olivero seconded. The motion carried.
5. Financial report
  - a. Approve disbursements for July 2018: Gail Grabowski moved to approve disbursements for July 2018; Linda Hiltabrand seconded. The motion carried.
  - b. Accept financial report for June 2018: Gail Grabowski moved to accept the financial report for June 2018; Doug Olivero seconded. The motion carried.
  - c. End of Year Review: Director Ruhnke led the trustees through a review of business the past fiscal year.
6. Correspondence: There was no correspondence.
7. Librarian's report
  - a. Children's Garden Club: The director informed the trustees of a request for a garden plot for use by a Children's Garden Club. Discussion was held with the request going forward for a one-year trial period.
8. Prior meeting follow-up
  - a. HVAC update: Kmetz Architects placed an invitation to bid in the local newspaper and with area contractor associations. The building appraisal fee will be approximately \$1800.
  - b. Patron injury: The library's insurance company is working with the patron.
  - c. Audit: An auditor has been contacted.
9. President's report
  - a. Appoint two trustees to audit secretary's records for FY2017/2018: President Mike Watts appointed Jenifer Barr and Doug Olivero to audit the secretary's records for FY2017/2018.
10. Executive session: There was no call for an executive session.
11. Action and/or discussion items
  - a. Colleen Martin: The director updated the trustees on the retirement of Teen Manager Colleen Martin.

- b. Special Reserve Fund CD renewal: The director will renew the CD at the bank with the best rate for the time period.
  - c. Ordinance FY18/19-001: Gail Grabowski moved to adopt Ordinance FY18/19-001 setting the board meeting dates; Linda Hiltabrand seconded. The motion carried.
  - d. Authorize director to apply for grants benefiting the library: Gail Grabowski moved to authorize the director to apply for grants benefiting the library; Mary Lindenmeyer seconded. The motion carried.
  - e. Appoint library director as library's Open Meetings Act and FOIA officer: Linda Hiltabrand moved to appoint the director as the Open Meetings Act and FOIA officer; Doug Olivero seconded. The motion carried.
  - f. Ordinance FY18/19-002: FOIA Policy: Linda Hiltabrand moved to adopt the library's FOIA Policy; Gail Grabowski seconded. The motion carried.
  - g. Appoint Philip Lenzini as the library's legal counsel: Gail Grabowski moved to appoint Philip Lenzini as the library's legal counsel; Mary Lindenmeyer seconded. The motion carried.
  - h. Authorize director to dispose of surplus material: Gail Grabowski moved to authorize the director to dispose of surplus material; Linda Hiltabrand seconded. The motion carried.
  - i. Ordinance FY18/19-003 Building and Maintenance: Gail Grabowski moved to adopt Ordinance FY18/19-003; Mary Lindenmeyer seconded. The motion carried.
12. Board Orientation-System Delivery: The director explained how items flow from one library to another.

Adjournment: There being no further business, the meeting adjourned at 7:12 pm.

Submitted by Mary Lindenmeyer/Secretary