

Minutes of the Regular Meeting  
Board of Trustees  
Peru Public Library District  
9 August 2018  
6:00 pm

Present: Jenifer Barr, Jean Carter, Linda Hiltabrand, Mary Lindenmeyer, Doug Olivero, Mike Watts and Director Charm Ruhnke

Absent: Gail Grabowski

1. Call to order: President Mike Watts called the regular meeting to order at 6:00 pm.
2. Changes to the agenda: Under 7. Librarian's report, add c. Trustee election and d. Water pipe
3. Public comments: There were no public comments.
4. Approval of minutes of July 2018: Linda Hiltabrand moved to approve the minutes of July 2018; Doug Olivero seconded. The motion carried.
5. Financial report
  - a. Approve disbursements for August 2018: Jean Carter moved to approve the disbursements for August 2018; Doug Olivero seconded. The motion carried.
  - b. Accept financial report for July 2018: Jenifer Barr moved to accept the financial report for July 2018; Doug Olivero seconded. The motion carried.
6. Correspondence
  - a. TIF plan: Discussion was held concerning the City of Peru TIF plan. There will be a meeting of the Joint Review Board on August 29, 2018 at 11:00 am. Director Ruhnke is a member of the board. A public meeting will be held in September.
7. Librarian's report
  - a. Annual Report submission: The Annual Report is due in Springfield on September 1, 2018.
  - b. Notice of Budget and Appropriation Hearing: The B and A hearing is scheduled for September 13, 2018 at 6:00 pm.
  - c. Trustee elections: There are two seats up for election in April 2019. Those who wish to run will be able to pick up an election packet at the library.
  - d. Water pipe: There is a water pipe leak in the side yard. Director Ruhnke has contacted the City of Peru Water Department to determine the point of leakage.
8. Prior meeting follow-up
  - a. Harris probate: The library is one of six libraries awaiting the probate settlement and bequest from the estate.

9. President's report: President Mike Watts report the Stitches Trip was a success.
10. Executive session: There was no call for an executive session.
11. Action and/or discussion items
  - a. HVAC bids: Jean Carter moved to accept the bid of Chapman's Mechanical Systems in the amount of \$220,490.00: Linda Hiltabrand seconded. The motion carried.
  - b. Closing during HVAC work: Discussion was held as to the best times to close the library during the HVAC work.
  - c. Report on Secretary's audit: The audit of the Secretary's minutes has been completed and approved. Linda Hiltabrand moved to accept and file the report of the committee; Jean Carter seconded. The motion carried.
  - d. Audit proposal from Lauterbach & Amen, LLP: Linda Hiltabrand moved to accept the three-year audit proposal for the first audit of the Peru Library District; Doug Olivero seconded. The motion carried.
  - e. Budget and Appropriations Ordinance: The B and A Ordinance draft was given to trustees to review. It will be adopted at the September 13, 2018 meeting.
  - f. Authorize Director Ruhnke to open the first working cash cd with FY2018/2019 funds: Doug Olivero moved to authorize the director to open the first working cash cd in the amount of \$70,008.25 at First State Bank: Jean Carter seconded. The motion carried.
12. Board Orientation: Director Ruhnke shared with the trustees information on budgeting, financial management, intellectual freedom, planning, human resources and facilities.
13. Adjournment: There being no further business, the meeting adjourned at 7:27 pm.

Submitted by: Mary Lindenmeyer/Secretary