

Regular Meeting
Peru Public Library District
Board of Trustees
8 August 2019
6:00 pm.

Present: Jean Carter, Gail Grabowski, Linda Hiltabrand, Mary Lindenmeyer, Doug Olivero, Larry Sittler, Mike Watts and Director Charm Ruhnke

Guest: Lynn Sheedy

1. Call to order: Vice President Doug Olivero called the meeting to order at 6:00 pm
2. Changes to the agenda:
 - a. Add to #6. Correspondence
 - i. Thank you to fire department
 - ii. Program feedback
 - iii. Draft Hearing Notice
 - b. Add to #7 Librarian's Report
 - i. Statistics
 - ii. Creativebug.com
 - iii. Webinar date
3. Public comments: There were no public comments.
4. Approval of minutes of July 2019: Gail Grabowski moved to approve, with correction, the minutes of July 2019; Linda Hiltabrand seconded. The motion carried.

President Mike Watts arrived at 6:10 and took over the meeting.

5. Financial report
 - a. Approve disbursements for August 2019: Jean Carter moved to approve disbursements for August 2019; Gail Grabowski seconded. The motion carried.
 - b. Accept financial report for July 2019: Gail Grabowski moved to accept the financial report for July 2019; Doug Olivero seconded. The motion carried.
6. Correspondence
 - a. Thank you to fire department: The file contained a thank you to Peru Fire Department for their assistance during the recent HVAC sensor malfunctions.
 - b. Program feedback: A patron praised librarian Lynn Sheedy and the programs for children.
 - c. draft Hearing notice: The notice will appear Monday, August 12, 2019 in the NewsTribune. The hearing will be held Thursday, September 12, 2019 at 6:00 pm.
7. Librarian's Report
 - a. Ductwork sensors: The library is waiting to hear from the company.
 - b. Creativebug.com: The director will order this product for use by staff and patrons. The cost is \$1000.00 per year.

- c. Webinar date: The director will set up a Webinar viewing for trustees. The topic is Organizational Management.
8. Prior meeting follow-up: None.
9. President's report
 - a. Report of the Secretary's audit: Doug Olivero moved to accept the secretary's audit as accurate and complete; Larry Sittler seconded. The motion carried.
 - b. Daycation: The Stitches trip was a success.
10. Executive session: There was no call for an executive session.
11. Action and/or discussion items
 - a. Roofing recommendations: Trustees requested clarification on the bid from Top Roofing. Trustees will meet Monday, August 19, 2019 at 5:30 pm to review the bid.
 - b. Parking lot: The library is waiting for more information.
 - c. Certificates of Deposit: Two CDs will be placed into Illinois Funds. A working cash CD will be renewed at First Federal.
 - d. Ordinance FY19/20-004 Unexpended Funds Transfer: No action on this item is needed.
 - e. Capital Assets Policy: Jean Carter moved to adopt the Capital Assets Policy, with corrections; Gail Grabowski seconded. The motion carried.
 - f. Revised Collection Development Policy: Doug Olivero moved to adopt the Revised Collection Development Policy; Linda Hiltabrand seconded. The motion carried.
 - g. Revised Tort and Immunity Policy: The trustees reviewed the draft. It will be adopted at the September 2019 meeting.
 - h. Draft Budget and Appropriations Ordinance: The trustees reviewed the draft budget. The hearing and adoption will be at the September 12, 2019 meeting.
12. Board Orientation/ Fundraising: The trustees will review the handout on their own.
13. Adjournment: There being no further business, the meeting adjourned at 7:10 pm.

Submitted by: Mary Lindenmeyer/Secretary