

**Regular Meeting  
Board of Trustees  
Peru Public Library District  
10 August 2020  
6:00 pm**

Present: Jean Carter, Linda Hiltabrand, Mary Lindenmeyer, Doug Olivero, Larry Sittler, Mike Watts and Director Charm Ruhnke (all with social distancing and masks)

1. Call to order: President Mike Watts called the meeting to order at 6:15 pm
2. Changes to the agenda: Item 7. c. Staff pay raise was added to the agenda.
3. Public comments: There were no comments.
4. Approval of minutes of August 2020: Mary Lindenmeyer moved to approve the minutes of August 2020; Doug Olivero seconded. The motion carried.
5. Financial report:
  - a. Approval of disbursements for September 2020: Linda Hiltabrand moved to approve disbursements for September 2020; Doug Olivero seconded. The motion carried.
  - b. Accept Financial report for September 2020: Larry Sittler moved to accept the financial report for September 2020; Doug Olivero seconded. The motion carried.
6. Correspondence:
  - a. A thank you note directed to Lynn Sheedy was received from the Michael family.
7. Librarian's report:
  - a. Library Trustee petition packets: Individuals planning to run for a position on the library board may pick up petition packets at the library starting September 22<sup>nd</sup>. The packets are due back December 14<sup>th</sup> – 21<sup>st</sup>.
  - b. Director vacation: Director Ruhnke will be on vacation the week of September 12<sup>th</sup> through the 18<sup>th</sup>.
  - c. Staff pay raise: The staff pay raise will be implemented the first day of the first pay period in October.
8. Prior meeting follow-up:
  - a. Financial audit: Director Ruhnke reported the preliminary visit went well. The library can expect a second in October.

9. President's report: There was no report.
10. Executive session: There was no call for executive session.
11. Action and/or discussion:
  - a. Adopt Working Cash Fund Resolution 20-21 001: Mike Watts moved to adopt the Working Cash Fund Resolution 20-21 001; Doug Olivero seconded. A roll call vote was taken. The motion carried unanimously.
  - b. Adopt Working Cash Ordinance 20-21-002: Mike Watts moved to adopt the Working Cash Ordinance 20-21-002; Doug Olivero seconded. A roll call vote was taken. The motion carried unanimously.
  - c. Adopt Budget and Appropriation Ordinance: Mike Watts moved to adopt the Budget and Appropriation Ordinance; Linda Hiltabrand seconded. A roll call vote was taken. The motion carried unanimously.
  - d. Special Reserve Fund transfer: Mike Watts moved to transfer unexpended General Fund to the Special Reserve Fund; Larry Sittler seconded. The motion carried.
  - e. November closings: The library will remain open on Tuesday, November 3<sup>rd</sup>, Election Day. The library will close Friday, November 27<sup>th</sup>, the day after Thanksgiving.
  - f. Parking lot project: Bids will be collected and then opened September 23<sup>rd</sup>. They will be compiled and a report will be available to review at the October 8<sup>th</sup> Board meeting.
12. Board Orientation: Discussion and action taken pertaining to Working Cash was considered orientation for the board for the month of September.
13. Adjournment: There being no further business, the meeting was adjourned at 7:05 pm.

Submitted by: Jean Carter/Secretary  
Amended 10/8/2020