

Regular Meeting Board of Trustees
Peru Public Library District
14 January 2021
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 6:00 pm.

2) Changes to the agenda: The following items were added; 7 b CD/Special Reserve
11 a Memorials include Gary Rydlesky

3) Public comments: There were no comments.

4) Approval of minutes of November 2020: Linda Hiltabrand moved to approve the minutes of November 2020, Mary Lindenmeyer seconded. The motion carried.

5) Financial report

a. Approve disbursements for December 2020 and January 2021: Mary Lindenmeyer moved to approve disbursements for December 2020 and January 2021, Doug Olivero seconded. The motion carried.

b. Accept financial report for January 2021: Larry Sittler moved to accept the financial report for January 2021, Doug Olivero seconded. The motion carried.

6) Correspondence

a. Thank you notes: A note was received by youth services staff from a family that participates in programs. Library staff sent a note to the board expressing appreciation for their Christmas gift. Feedback cards from participants in the story time kits program were included in correspondence.

b. Invitations to participate in a virtual Mayoral forum were sent to Mayoral candidates. Scott Harl and Kenneth Kolowski accepted.

7) Librarian's report

a. Trustee Petition Filling: 3 individuals, Larry Sittler, Mike Watts and Robert Windy, have returned completed petitions and will be included on April's ballot to fill 3 library Trustee positions.

b. CD/Special Reserve: There are 3 CDs maturing soon. Library Director Charm charted current CD interest rates from local institutions and presented it to the board for review. The board recommended that the larger CD will be applied to the HVAC loan. The board will discuss the two remaining CDs at the February meeting.

8) Prior meeting follow-up

a. Parking lot: The parking lot project has been completed. The work done resulted in a smooth parking lot, alleviated drainage issues and eliminated buckles in the sidewalk.

b. Library Services/Coronavirus: Following state guidelines, the library may return to limited inside use for patrons. Should mitigations be lifted, the library will open January 20 for browsing and limited computer use. Hours will be Monday – Friday 10am – 6pm and Saturday 10am – 1pm.

9) President's report: There was no president's report.

10) Executive session: There was no call for executive session.

11) Action and/or discussion items

a. Memorials for Mary Jean Hauger and Gail Grabowski: Former board member, the late Gary Rydleski, was added to the list of those being remembered/honored by the library. Memorial contributions from the library will be taken from the Supplemental Services Fund, a fund that does not include tax income.

b. Telephone System: The present phone system needs replacement. The current system was installed in 2003. The board discussed 2 options, digital and voice over internet. It was decided more information was needed. Director Charm will research further and present the board with options at February's meeting.

c. Adopt – Administrative Succession Plan: Linda Hiltabrand moved to adopt the Library Succession Plan, Mary Lindenmeyer seconded. The motion carried.

d. Adopt – Board meeting dates FY2021/22: Linda Hiltabrand moved to adopt the Board meeting dates FY2021/22 as discussed, Larry Sittler seconded. The motion carried.

12) Board Orientation – Serving our Public: To fulfill the requirements put forth by the state to qualify the library to receive per capita grant monies, the Board is required to read Standards for Illinois Public Libraries. This task was assigned to the Board at the November 2020 meeting. The Director asked that this be done by January 15th.

13) Adjournment: There being no further business, the meeting was adjourned at 7:27pm.

Submitted by: Jean Carter/Secretary