

**Regular Meeting Board of Trustees
Peru Public Library District
12 November 2020
6:00 pm**

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

Absent: Mary Lindenmeyer

Guest: Lynn Sheedy

1) Call to order: President Mike Watts called the meeting to order at 6:00 pm.

2) Changes to agenda: There were no changes to the agenda.

3) Public comments: There were no comments.

4) Approval of the minutes for October 2020: Linda Hiltabrand moved to approve the minutes for October 2020 with the following amendment – the sentence *The motion carried.* will be added to the last sentence of 5a, 5b and 11d. Doug Olivero seconded. The motion carried.

5) Financial report

a. Approve disbursements for November 2020: Linda Hiltabrand moved to approve disbursements for November 2020, Larry Sittler seconded. The motion carried.

b. Accept financial report for November 2020: Larry Sittler moved to accept the financial report for November 2020, Doug Olivero seconded. The motion carried.

6) Correspondence: There was no correspondence.

7) Librarian's report

a. PrairieCat announced they will be joining the Illinois Municipal Retirement Fund. The organization previously joined through Rails. Should PrairieCat dissolve before required financial obligations are met, Rails has stated that they will step in and pay remaining funds.

8) Prior meeting follow-up

a. Library Services/Coronavirus Update: Director Ruhnke reported there will be no changes to library services through the end of the calendar year. Should the need arise, the library may return to lobby service only.

b. Parking Lot: The parking lot is complete save for the dumpster enclosure.

c. Trustee Petitions due December 14-21, 2020: Director Ruhnke will be accepting petition packs during the week of December 14-21. They must be returned during that week.

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. Accept Health Insurance proposal: Linda Hiltabrand moved to accept the Health Insurance proposal, Doug Olivero seconded. The motion carried.

- b. Adopt Tax Levy Ordinance: Doug Olivero moved to adopt Tax Levy Ordinance 20/21 – 004, Larry Sittler seconded. The motion carried
- c. Accept Financial Audit: The board received copies of the Financial Audit and Annual Financial Report. Linda Hiltabrand moved to accept the Financial Audit as presented, Doug Olivero seconded. The motion carried.
- d. Adopt Holiday closings for 2021: Linda Hiltabrand moved to adopt the Holiday closings for 2021, Doug Olivero seconded. The motion carried.
- e. Discuss Administrative Succession Plan: The Administrative Succession Plan was emailed to board members to review. This plan ties in with the library's Emergency Disaster Plan. The plan will be an action item on January's agenda.
- f. Discuss Trustee Application: Director Ruhnke received an application for the seat on the board left vacant by Gail Grabowski. The applicant also picked up a trustee petition packet necessary to run for the position in April 2021.

12. Board Orientation – Serving Our Public 4.0

Due to the uncertainty of the state's requirements for the per capita grant, board orientation was postponed.

13. Adjournment: There being no further business, the meeting was adjourned at 7:25pm

Submitted by: Jean Carter/Secretary