

**Peru Public Library District
Board of Trustees
Regular Meeting
14 July 2022**

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

1. Call to order: President Mike Watts called the meeting to order at 6:00pm.
2. Changes to the agenda: Under Action items, the order was switched to discuss item e before item d. Executive session (item 10) will be entered after the Board completes item 11 - Actions and/or discussion items.
3. Public comments: There were no public comments.
4. Approval of minutes of June 2022: Mary Lindenmeyer moved to approve the minutes of June 2022 with Linda Hiltabrand recorded as present, Doug Olivero seconded. The motion carried.
5. Financial report
 - a. Approve disbursements for July 2022: Mary Lindenmeyer moved to approve disbursements for July 2022, Bo Windy seconded. The motion carried.
 - b. Accept financial report for July 2022: Larry Sittler moved to accept the financial report for July 2022, Linda Hiltabrand seconded. The motion carried.
6. Correspondence: There was no correspondence.
7. Librarian's report
 - a. Budget and Appropriation hearing: Director Ruhnke scheduled the Budget and Appropriation hearing for Thursday, August 11 at 6:00 pm. This moves the start of the regular meeting to 6:15 pm.
8. Prior meeting follow-up
 - a. Youth circulation desk: An associate from Kmetz Architect, Inc. took measurements and assessed the needs of the Youth circulation desk necessary to update the desk. A preliminary plan is expected for review by the Board in August or September.

- b. Personnel Policy: Revisions have been made to the current Personnel Policy. To simplify the process of recording hours, personal leave will move into vacation leave, enabling it to be covered in QuickBooks and eliminating the need for a separate Excel spreadsheet. Linda Hiltabrand moved to approve the revision to the Personnel Policy, Doug Olivero seconded. The motion carried.
- c. Strategic Plan: The Strategic Plan committee presented the Board with two drafted versions of the Strategic Plan and asked that the Board review the options and ask questions before the August meeting.

9. President's report

- a. Board officers' nominations: The nominating committee presented their recommendations for 2022-2024 officers. They recommended that the present officers remain in their positions for the next 2 years. Larry Sittler moved to accept the committee's recommendation to retain the present officers (Mike Watts, President; Doug Olivero, Vice-President; Linda Hiltabrand, Treasurer; Jean Carter, Secretary) for the next 2 years, Bo Windy seconded. The motion carried.
- b. Appoint committee for Secretary's record review: The President appointed Larry Sittler and Mary Lindenmeyer to the committee for Secretary's record review.

10. Action and /or discussion items

- a. Update Director succession: Director Ruhnke and Melissa Keegan (Assistant Director) have been working together to review tasks and duties performed on a regular basis in preparation for Charm's upcoming retirement.
- b. Adopt Ordinance 2022-23 001 Building and Maintenance: Mary Lindenmeyer moved to adopt Ordinance 2022-23 001 Building and Maintenance, Doug Olivero seconded. The motion carried.
- c. Authorize library director to apply for grants: Larry Sittler moved to authorize the library director to apply for grants, Bo Windy seconded. The motion carried.

- d. Appoint OMA and FOIA officers: Linda Hiltabrand moved to appoint Melissa Keegan as OMA and FOIA officer, Mary Lindenmeyer seconded. The motion carried.
- e. Adopt FOIA policy: Larry Sittler moved to adopt the revised FOIA policy with Melissa Keegan inserted in place of Charm Ruhnke, Linda Hiltabrand seconded. The motion carried.
- f. Appoint Legal Counsel: Linda Hiltabrand moved to appoint Phil Lenzeni as Legal Counsel for the library, Larry Sittler seconded. The motion carried.
- g. Authorize disposal of surplus material: Mary Lindenmeyer moved to authorize disposal of surplus material, Bo Windy seconded. The motion carried.
- h. Review draft Budget & Appropriations Ordinance: A formal ordinance will be presented at the August meeting for adoption.
- i. Adopt Ordinance 2022-23 002 Annexation: Larry Sittler moved to adopt Ordinance 2022-23 002 Annexation, Doug Olivero seconded. The motion carried.

11. Executive session

- a. At 7:06 pm the Board entered a Closed Meeting under the Open Meetings Act 5 ILCS 120/2 (c) Exceptions (1). The session ended at 7:24 pm at which the regular meeting resumed.

12. Adjournment: There being no further business, the meeting adjourned at 7:39 pm.

Submitted by: Jean Carter/Secretary