

**Peru Public Library District
Board of Trustees
Regular Meeting
10 August 2023**

Present: Jean Carter, Linda Hiltabrand, Laurie Moss, Doug Olivero, Larry Sittler, Bo Windy, Mike Watts and Co-Directors Melissa Keegan and Emily Schaub

Guests: Kent Maze and Diane Robertson

1. Call to Order: President Mike Watts called the meeting to order at 6:00 pm.
2. Changes to the agenda: There were no changes to the agenda.
3. Public comments: Diane Robertson asked about the possibility of a book club being held during daytime hours. She also inquired about a curbside book drop-off. Both items have been discussed in the past and will be part of future discussions.
4. Approval of Minutes of July 2023: Laurie Moss moved to approve minutes of July 2023 meeting, Doug Olivero seconded. The motion carried.
5. Financial report
 - a. Approval of disbursements for August 2023: Larry Sittler moved to approve disbursements for August 2023, Bo Windy seconded. The motion carried.
 - b. Accept financial report for August 2023: Linda Hiltabrand moved to accept the financial report for August 2023, Doug Olivero seconded. The motion carried.
6. Correspondence: There was no correspondence.
7. Librarian's report
 - a. Budget & Appropriation hearing date: The Budget & Appropriation hearing will be held September 14th, 2023 at 6:00 pm. The regular Board meeting will be held afterward.
 - b. Trustee OMA and FOIA: Co-Director Emily Schaub will set a date for OMA and FOIA training/review.
 - c. Staff retirement: Custodian Ron Reeland announced his impending retirement. The date is yet to be determined as Ron has stated that he'd like to work with his replacement for a bit before leaving.
8. Prior meeting follow-up
 - a. Co-Directors Melissa Keegan and Emily Schaub will meet with Mike Kmetz to review the bidding package before it is sent out on 8/16.
9. President's report
 - a. Secretary Records Review: Mike Watts and Larry Sittler reviewed secretary records from 2022 and found no discrepancies.
10. Executive session: There was no call for executive session.

11. Action and/or discussion items

- a. Co-Library Director review: Jean Carter, Doug Olivero and Mike Watts will meet August 31st to discuss the Co-Library Directors' year in review
- b. Review and approve revised Custodian job description: Laurie Moss moved to approve the revised Custodian job description, Doug Olivero seconded. The motion carried.
- c. Review and adopt Unattended Child Policy: Bo Windy moved to adopt the Unattended Child Policy, Doug Olivero seconded. The motion carried.
- d. Review draft Budget & Appropriations Ordinance: The Board reviewed the draft Budget & Appropriations Ordinance for adoption at a later date.
- e. Ordinance 23-24 002 Michelini annexation: Larry Sittler moved to adopt Ordinance 23-24 002, annexing Michelini property in Bureau County, Doug Olivero seconded. The motion carried.

12. Adjournment: There being no further business, the meeting adjourned at 6:32 pm.

Submitted by Jean Carter/Board Secretary