

Regular Meeting
Board of Trustees
Peru Public Library District
9 November 2023
6:00 pm

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

1. Call to order: President Mike Watts called the meeting to order at 6:00 pm and in absence of Board Secretary, Jean Carter, appointed Larry Sittler as Secretary Pro-Tem for this meeting.
2. Changes to the agenda: There were no changes to the agenda.
3. Public comments: There were public comments.
4. Approval of minutes of the October 2023 Board meeting. Linda Hiltabrand recommended that paragraph #10 of the draft minutes from the regular October 12, 2023, "President's report" be revised to read as follows, "President Mike Watts reported that the committee recommended to keep minutes from the July 2022 Closed Session closed." With no objections to her recommendation, Linda Hiltabrand moved to approve the minutes of the October 2023 Board meeting, with change. Bo Windy seconded and the motion carried.
5. Financial report
 - a. Approve disbursements for November 2023: Linda Hiltabrand moved to approve disbursements for November 2023, Laurie Moss seconded. The motion carried.
 - b. Accept financial report for November 2023: Bo Windy moved to approve the financial report for November 2023, Laurie Moss seconded. The motion carried.
6. Correspondence: Thank you note was sent by co-directors to Illinois Valley Alzheimer's Group, Inc., acknowledging a donation made to the library.
7. Librarian's report
 - a. Insurance review completed with LIRA by insurance adjustor, Tracy Lesiak, who was pleased with changes made and looks forward to the new youth services desk that will fix previously noted safety concerns.
 - b. Marti Pack and Mackenzie Kavanaugh, will respectively be taking over ordering new adult and youth books and cataloging them.
 - c. Youth Services Halloween event was well received with very good attendance.
 - d. Mackenzie Kavanaugh recommended a "Library Road Trip". Co-Director Emily Schaub, is working with other directors the West of 47 group to organize this event in spring.
8. Prior meeting follow-up
 - a. Youth remodel project: Kmetz Architecture is waiting for sample counter top quartz with rounded edges.
9. President's report: President Mike Watts reported, the City of Peru maybe acting in next few weeks to annex parcels of land on the northwest side of Peru
10. Executive session: none
11. Action and/or discussion items

- a. Approve Closed Days for 2024: Laurie Moss moved to approve Closed Days for 2024, Bo Windy seconded. The motion carried.
- b. Accept FY2022/23 Audit: Bo Windy moved to accept FY2022/23 Audit, Laurie Moss seconded. The motion carried.
- c. Adopt Tax Levy Ordinance 23-24 004: Linda Hiltabrand moved to adopt Tax Levy Ordinance 23-24 004, Larry Sittler seconded. Ayes, 5, Nays 0, Absent 2.
- d. Authorize Co-Director Melissa Keegan to open certificate of deposits for Supplemental Services: Linda Hiltabrand moved to authorize Co-Director Melissa Keegan to open a CD for Supplemental Services and Special reserves; Laurie Moss seconded. Motion carried.
- e. Authorize Co-Director Melissa Keegan to open certificate of deposits for Special Reserves: Linda Hiltabrand moved to authorize Co-Director Melissa Keegan to open a CD for Supplemental Services and Special reserves; Laurie Moss seconded. Motion carried.
- f. Review strategic plan progression toward goals highlighted goal of "Helping Patrons Connect" furthered with recent start of the Afternoon Book Club. Use of library as a "Community Center" furthered with building being used by community organizations, such as: Illinois Valley Alzheimer's Group, Possibilities, and Lighted Way, in addition to hope of adding additional items to "Library of Things" patrons will find useful.
- g. Adopt revised Personnel policy Larry Sittler moved to adopt revised Personnel policy, Laurie Moss seconded. The motion carried with revised Personnel policy duly adopted.

12. Board Orientation

- a. The board had been asked to review "Serving Our Public" - Chapters 1-3 & 9-13 and in discussing, note was made of the following items of interest: Mackenzie Kavanaugh and Marti Pack currently applying for a grant for library summer reading program, voter registration will be done at library, and a link on library's website to the City of Peru "Code of Ordinances" on the city website, should cover requirement of library having copy of code for community it serves.

13. Adjournment: There being no further business, the meeting, upon motion by Linda Hiltabrand and second from Bo Windy, was adjourned at 7:07 pm.

Submitted by Larry Sittler/Secretary Pro-Tem