

**Regular Meeting
Board of Trustees
Peru Public Library District
8 August 2024
6:00 pm**

Present: Jean Carter, Laurie Moss, Larry Sittler, Mike Watts, Bo Windy, Kent Maze, and Doug Olivero

Co-Directors Melissa Keegan and Emily Schaub

1. Call to order: President Mike Watts called the meeting to order at 6:01pm.
2. Changes to the agenda: The board photograph scheduled pursuant to the published agenda for a later “Prior meeting follow-up” point in the meeting was upon agreement of everyone taken during the initial minutes before proceeding to other business items.
3. Public comments: There were no public comments.
4. Approval of meeting minutes from July 2024: Kent Maze moved to approve the draft minutes taken at the July 2024 meeting, Doug Olivero gave second, and on vote the motion carried.
5. Financial reports: Mention made by Co-Director Melissa Keegan of unexpected bill by KONE, Inc. when company came to fix jammed door on elevator.
 - a. Approve disbursements for August 2024: Jean Carter moved to approve disbursements for August 2024, Laurie Moss gave second, and on vote the motion carried.
 - b. Accept financial report for August 2024: Kent Maze moved to approve the financial report for August 2024, Bo Windy gave second, and on vote the motion carried.

6. Correspondence: Letter received from the United Way of Illinois Valley, Inc. with announcement by Executive Director, Betha Ghighi, that library had been awarded a \$2,000 grant for providing public programs.
7. Librarians report:
 - a. Jeff Reichl, new custodian, has tackled landscaping work around the flag pole and inside building repairs, including: a valve leak on boiler and installation of new emergency lights.
 - b. Co-Director Emily Schaub, who at end of July and beginning of August attended Directors University 2024, a professional education seminar for librarians, mentioned need to keep accurate record of social media posts and highlighted fact that recorded video from building surveillance cameras constitutes an “Official Public Record” to be retained for a determined period of time.
 - c. I-Lead Library Trustee Training, previously mentioned has been scheduled on Saturday, 28 September 2024. This will be conducted in-person and open to trustees from area public libraries. Will be held at new Peru Police Department building (2650 Peoria Street) community room, start around 9:00 am, and last approximately 4 hours. Board members are asked to let Emily know a week in advance if they will be attending.
 - d. Grant application by Program Librarian Marti Pack and Youth Services Manager Mackenzie Kavanaugh received approval by United Way of Illinois Valley, Inc. and an award of \$2,000, which they will use for funding Harry Potter and Dinovember events this fall.
8. Prior meeting follow-up:
 - a. Board photo – done at beginning of meeting.

- b. Floor sample voting: Samples of possible colors and styles of floor coverings and carpeting for use in upstairs main level of library had arrived and board members, examined the same and registered their preferences as to type, which will be used for remodeling project.

9. President's report:

- a. Secretary Records Review: Larry Sittler and Laurie Moss reviewed secretary's records from FY 2023-24 and found the filed: minutes, ordinances, resolutions, etc. to be complete and accurate.
- b. Trees: Two (2) trees, a sycamore and maple available to be planted on west part of lot and help provide shade in parking lot. Cost for each will \$450, including planting installation. Noted that donations Supplemental Services fund given as memorial for Gail Grabowski, former trustee, can be used for this project.

10. Executive session: There was no need for Executive session.

11. Action and/or discussion items:

- a. Budget & Appropriation Ordinance 24-25 004: Hearing for the Budget & Appropriation for FY 2025/26 will be held on 12th of September 2024 at 6:00 pm. The regular Board meeting will be held afterwards. In preparation for 6:00 pm meeting on 12 September 2024, Co-Director Melissa Keegan provided board members with a detailed review of the Draft Budget & Appropriations Ordinance for FY2025-26, with projected increases in: overall revenue, tax revenue, and expenses.
- b. NCAT (North Central Area Transit) patron rides: Discussion about pursuing a contract with NCAT. In aftermath of the LaSalle Library arrangement with NCAT to provide patrons free rides to and from library, inquiry made as to possibility of

sponsoring a weekly bus on a designated day at a set hour from Peru High Rise, operated by Housing Authority for LaSalle County (HALC), to library. Cost to sponsor would be \$30 per week (\$15 for initial pick-up and \$15 for return trip that would be cancelled if no people on the designated day boarded bus and came to library). Consensus among board members seemed to be the cost sounded reasonable enough to try offering service for a couple of months on a trial basis. Further discussion as to best time in upcoming months to try offering a bus transportation service, with most board members feeling November 2024 through January 2025, would give time to publicize time when service would be offered. Co-Director Emily Schaub mentioned funds from United Way grant could be used to sponsor such a service.

- c. Review - Computer, Internet Access, and Database Policy: No changes or revisions were suggested or recommended to this policy originally adopted 11 October 2011 and revised 8 February 2018.
- d. Review closed meetings – moving forward all closed sessions will be reviewed in August and March of the year: Such periodic review will avoid having repeated monthly discussion and votes as to disposition of records from closed meeting sessions.
- e. Draft – Meeting and Study Room Usage Policy: Draft copies of this policy for possibly being adopted were distributed for all trustees to review. No clearly written prior policy has governed requests from people to use meeting room.

12. Board orientation: Short video shown regarding Consumer Reports Database use and Tumble Book Library (an internet-based program, which Peru Public Library partners with Peru Elementary

School District to provide, which allows students access to e-books without physically coming to library). Copies of Freedom to View, Freedom to Read, Library Bill of Rights distributed to trustees.

13. Adjournment: There being no further business, the meeting adjourned at 7:20 pm.

Submitted by Larry Sittler/Board Secretary