

**Regular Meeting
Board of Trustees
Peru Public Library District
14 November 2024
6:00 pm**

Present: Kent Maze, Laurie Moss, Doug Olivero, Larry Sittler, and Mike Watts, along with Co-Director Emily Schaub. Absent: Jean Carter and Bo Windy, along with Co-Director Melissa Keegan.

1. Called to order: President Mike Watts called meeting to order at 6:00 pm.
2. Changes to the agenda: Deletion of item 11(c) "Review of bid options for adult library movers" with Hallett Movers having given cost estimate for moving furniture in main upstairs adult area of library that seemed both fair and reasonable and significantly under expected and budgeted. Remaining items specified in section 11 of the agenda now re-itemized as: 11(c) to 11(e).
3. Public comments: There were no public comments.
4. Approval of minutes from 10 October 2024 meeting: Kent Maze moved to approve foregoing meeting minutes, second given by Doug Olivero, and upon vote motion carried.
5. Financial report: Co-Director Emily Schaub noted expense for staff holiday gifts would include Mike Pack, to acknowledge his service as custodian for first part of year, before he resigned over the summer. She also explained amount of Personal Property Replacement Tax (PPRT) funds can be expected to decline with more time elapsing from COVID-19 pandemic crisis.
 - a. Approval of disbursements for November 2024, with motion made by Kent Maze, second from Laurie Moss, and with affirmative vote carried.
 - b. Acceptance of financial report for November 2024, with motion by Kent Maze, second from Laurie Moss, and with affirmative vote carried.
6. Correspondence: Memorial donation of \$40.00 received from Charm Ruhnke, former Peru Library Director, in memory of her mother, Laura Ruhnke. Thank you note to acknowledge gift sent on 1 November 2024.
7. Librarian's report:
 - a. Bids for flooring project in adult library area opened 6 November 2024.
 - b. Waiting now for bid from Ficek Electric & Communication Systems, Inc. to install floor electrical outlets and eliminate need for the power poles in library reading and computer areas.
 - c. Hallett Movers, being reasonably priced will be moving book shelves and furniture in conjunction with adult area flooring project.
 - d. Spring Valley Public Library recently expressed interest in partnership arrangement to share cost of digitizing newspaper collection.

- e. Board trustee Kent Maze will be doing a cookie decorating program for kids in December.
8. Prior meeting follow-up: There was no specific further follow-up discussion of issues, ideas, plans, or policies considered during any prior meetings.
9. President's report: There was no need for a separate presentation by president.
10. Executive session: There was no need for Executive session.
11. Action and/or discussion items:
- a. Accept FY2023/24 Audit: Kent Maze moved to accept the Independent Auditor's Report prepared by Lauterbach & Amen, LLP on November 7, 2024, second given by Doug Olivero, and ordinance approved with unanimous vote.
 - b. Accept bid for adult library flooring: Laurie Moss made motion to accept bid of Boss Carpet One from Dixon, Illinois, as recommended by Kmetz Architects, Inc. second given by Larry Sittler, and upon vote motion passed.
 - c. Approval of Tax Levy Ordinance No. 24-25 006: Kent Maze moved for its approval, second given by Doug Olivero, and ordinance approved with unanimous vote.
 - d. Authorize Co-Library Directors to
 - i) Motion to Authorize Co-Library Directors to close the Certificate of Deposit account at First State Bank maturing on 19 November 2024: Kent Maze made motion, Doug Olivero gave second, and motion passed.
 - ii) Motion to Authorize Co-Library Directors to open a Certificate of Deposit account with a banking institution having best interest rate in timeframe of 19 November 2024: Kent Maze made motion, Doug Olivero gave second, and motion passed.
 - e. Adoption of the revised Personnel Policy as to section on Paid Holiday Leave as pertaining to part-time and substitute employees: Larry Sittler moved to adopt revised Personnel Policy, second given by Laurie Moss, and motion passed with unanimous vote.
12. Board Orientation: Annual required Sexual Harassment training video watched by board trustees.
13. Adjournment: There being no further business, the meeting adjourned at 6:39 pm.

Submitted by Larry Sittler / Board Secretary