

Minutes from Regular Meeting
Board of Trustees of the Peru Public Library District
March 12, 2026
6:00 pm

Present: Jean Carter, Kent Maze, Laurie Moss, Doug Olivero, Larry Sittler, and Bo Windy, along with Director of Finance - Melissa Keegan and Library Director – Theresa (Resa) Mai.

Absent: Mike Watts

1. Called to order: President Doug Olivero called meeting to order at 6:00 pm this evening.
2. Changes to the agenda: No changes suggested or requested to the prepared agenda sent by e-mail to board members.
3. Public comments: Director Resa Mai indicated a patron had called today and complained that that not having computer technical knowledge it was difficult to know when events and programs take place.
4. Approval of minutes from February 12, 2026 meeting: Board Secretary announced he had prepared a revised draft of February minutes, which were printed and distributed at meeting, to correct three minor errors and/or grammatical mistakes found in paragraphs: 11(a), 11(b), and 11(c) of draft minutes e-mailed to board members. Thereupon, Jean Carter moved to approve draft minutes from regular 12 February 2026 monthly meeting, second came from Laurie Moss, and upon vote motion carried.
5. President's report: No separate report at this meeting by board president.
6. Correspondence: No letters, notes, etc. to share with board members.
7. Director's report:
 - a. Revised TIF Intergovernmental Agreement, which library district approved in September 2025, became effective with City of Peru officially adopting the same at the 9 February 2026 City Council meeting.
 - b. Tech Help Friday program will be re-implemented on second and third Friday of each month. This time pre-registration for an appointment time at either: 9:30 am or 10:15 am, will be required.
 - c. When attempting to organize a collaborative event with Illinois Valley Pistol Shrimp baseball prospect-league team, Director Resa Mai had outstanding luck making a telephone call to Chicago White Sox professional baseball team, which immediately offered to donate a 4 pack of game tickets.

- d. Local radio station quoted director a fee of \$5.00 for a 30 second spot to highlight library events and programs.
 - e. In complying with FOIA (Freedom of Information Act) libraries have been advised against allowing use of business phone for personal calls and to avoid disclosure of personal information the addition of a second would be only \$15 with Verizon. Advice so advised that each library have one trustee as FOIA second lead. Kent Maze volunteered to be Trustee FOIA lead.
 - f. After seeking appraisals from 3 contractors for repair of damaged roof rafter (discovered during fire alarm test), and receiving estimates from 2, bid of Nate Eslinger (\$3,023.89) has been accepted to do repair work.
8. Prior meeting follow-up: See various items included in Director's report related to prior board actions and issues discussed.
9. Financial report: Director of Finance noted that the money on deposit in the pooled governmental Illinois Funds accounts #1 and #2 had average daily yield of 3.79% and to date 65% of fiscal year budget has been spent with library having only 3 more months in the current fiscal year. Humidifier added on library HVAC system by Chapman's Mechanical Systems Inc., same company that installed new HVAC system, has not performed as expected. Chapman's agreed as to its inadequacy and ordered, at no cost to the library, a steam humidifier, like the 2 upstairs ones. Chapman's will, upon its arrival, install this steam humidifier at no additional cost. Sum of \$5,569.96 transferred from Illinois Funds #1 account ("Special Reserves" funds) to checking account to pay Chapman's, but payment will only be issued after confirming satisfactory operation of downstairs humidifier.
- a. Approve disbursements for March 2026. Motion made by Douglas Olivero to approve March 2026 disbursements, needed second came from Jean Carter, and an affirmative vote approved payment of the listed disbursement items.
 - b. Accept financial report for March 2026. Motion made by Doug Olivero for acceptance of March 2026 financial report, needed second came from Jean Carter, and an affirmative vote gave approval of the monthly report.
10. Executive session: No matters discussed needed closure of meeting.
11. Action and/or discussion items
- a. Library sometimes in the past has at times "unofficially" provided homebound delivery of items to patron residences. Library director recommends making it an "official" regular and routine program offered, with: scheduled monthly delivery day, rules staff members must follow, etc. Accordingly, Resa presented a written "Peru Public Library Homebound Services Policy" similar to those used by other libraries for

such service and asked board members to review and consider adopting it at subsequent meeting.

- b. Revisions of By-laws. With change in job title and duties of long-time staff member, Melissa Keegan, now Director of Finance, these recommended revisions to the “Peru Public Library Bylaws” will reflect current relationship between professional staff employed by library and Treasurer on governing Board of Trustees. Motion made by Jean Carter to adopt revised By-laws, second given by Kent Maze, and with an affirmative vote the 3 purposed revisions all approved and adopted.
 - c. Revision to Collection Development Policy. Notable change, now requires any district resident concerned as to library items to submit form to Director. Motion made by Kent Maze for adopting this revision to Collection Development Policy, needed second came from Doug Olivero, and with affirmative vote motion carried for adoption the revised policy.
 - d. Revisions to Fiscal Accountability Policy. Minor changes clarify duties of the Director of Finance in: paying bills, keeping financial reports and records, making deposits, overseeing library credit card use, reimbursing staff members for expenses incurred, etc. Board Treasurer, Jean Carter, moved to adopt the revisions to Fiscal Accountability Policy, needed second came from Kent Maze, and with an affirmative vote proposed revisions all adopted.
 - e. Identity Protection Policy. Board President Doug Olivero moved to adopt the Identity Protection Policy, Bo Windy gave needed second, and with an affirmative vote policy adopted.
12. Board Orientation: Brochure for a 16 May 2026 “ATLAS (Area Training for Libraries & Staff) Annual Trustee Day” at Oak Lawn Public Library.
13. Adjournment. There being no further business, meeting adjourned at 6:40 pm.

Submitted by Larry Sittler / Board Secretary