Minutes from Regular Meeting
Board of Trustees of the Peru Public Library District
July 9, 2026
6:00 pm

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

1. Called to order: President Olivero called meeting to order at 6:00 pm this evening.

2. Changes to the agenda: Request by library staff to add “Appoint Committee to Propose Slate of Board Officers” under item # 5 - President’s Report on the agenda.

3. Public comments: No public members present and no comments offered.

4. Approval of minutes from June 11, 2026 meeting: Jean Carter moved to approve foregoing meeting minutes, second given by Kent Maze, and upon vote motion carried.

5. President’s report:
   a. Appointment of members to Secretary’s Record Review Committee: President Olivero appointed both Jean Carter and himself, Doug Olivero, to convene as Record Review Committee and check accuracy of Secretary’s record files.
   b. Appointment of Committee to Propose Slate of Board Officers: President Olivero appointed Jean Carter and Laurie Moss to convene and as Committee and propose a slate of Board Officers.

6. Correspondence: Director Resa Mai noted that several donations had been received in memory of Betty L. Roegner, a former children’s librarian.

7. Director’s report
   a. Having received the Carnegie Foundation grant for small and rural community libraries to foster and strengthen adult basic and digital literacy, we can decide how to spend the money.
   b. After meeting with all staff members as to feelings and work needs at library, these new items have been purchased to help throughout a work day, included: a padded 18” tall rolling stool to use in retrieving from and reshelving items on lower shelves, as well as a stress mat to stand on.
   c. Sunday afternoon hours. Noted that all staff members had been informed that they would be required to work a total of eight (8) Sundays during the “trial period” for Sunday afternoon hours. An employee, who work all 8 of the assigned Sunday afternoons from September 2026 through May 2027 will earn credit for an “Attendance Incentive” offered to staff members for the additional scheduled afternoons of work. The director further explained that each week, three staff persons would need to work the Sunday afternoon shift. If after being

scheduled for a designated week, an employee becomes unable to work and cancels an assigned Sunday afternoon on which no other staff member is available to substitute and cover work shift hours, the library will close and not be open that day. The other two staff members scheduled and available to work will get paid and receive their “Attendance Incentive” credit that weekend. Meanwhile, the employee who canceled a scheduled Sunday afternoon work shift that week would use available accrued Leave (from vacation or sick hours) Time and forfeit eligibility to earn any “Attendance Incentive” credit. Board members recommended having each employee sign a written acknowledgement before expanded weekend hours start in September. Written acknowledgement should have each staff member consent to obligation to work all of the requisite number of weeks to earn credit for and be eligible to receive the “Attendance Incentive” offered.

d. Applications received from 2 patrons for vacant Trustee position on board.

8. Prior meeting follow-up: Complaint made regarding restroom dividing panels and doors ordered for the upstairs restrooms from the All Partitions, manufacturing company. Manufacturer insists dents were fault of shipping company.

9. Financial report: Finance director, acknowledged these business donations for summer reading program: $500 from Miller Group and $150 from Midland States Bank. Illinois Valley Alzheimer’s Group also gave $100 thanking library for monthly meeting space. Finance director noted money on deposit in the pooled governmental Illinois Funds accounts #1 and #2 had average daily yield of 3.77% during month of June and explained on July 8, 2026, first installment totaling $90,461.09 came in from real estate property tax collected by LaSalle County Treasurer. Lengthy list of June checks resulted from deliberately trying to pay as many bills as possible before end of library’s FY2025-26 fiscal year on June 30, 2026:
   a. Approve disbursements for July 2026. Motion made by Jean Carter to approve July 2026 disbursements, needed second came from Larry Sittler, and an affirmative vote approved payment of the listed disbursement items.
   b. Accept financial report for July 2026. Motion made by Kent Maze for acceptance of July 2026 financial report, needed second came from Laurie Moss, and an affirmative vote gave approval of the monthly report.

10. Policy review: Board reviewed the following written library policies and recommended changes to each of them with revisions as here summarized:
   a. FOIA Policy – Total amount of operating budget changed to current amount set in FY2026/27 budget, name of former board member eliminated, time of 5 working days set to respond to a FOIA request, along with a statement specifying that an extension of an additional 5 days may be necessary to respond to FOIA request.
   b. Meeting and Study Room Usage Policy – Eliminated use of these rooms on a “free of charge” basis and set 90 days prior to requested use date as maximum time period room reservations could be made. Specifications added that a group requesting to use library’s logo on publicity information must submit request and

obtain permission in writing and meeting be open to members of the public, along with specification that any group using a room would be responsible for cleaning the space and furniture therein.

c. Code of Conduct – Specified to require wearing proper shirt and shoes "at all times while in library," restricts food consumption to main lobby area, except for refreshments at scheduled programs, and provides Director may suspend a person's library privileges for, "period of time from" 1 day up to or including 1 year.
d. Public Comment Policy – Amends "Response from the Board" provision in paragraph 7 to provide time to "review recommendations from the Executive Director."

--- Kent Maze moved to accept the changes and approve the revisions to each of the foregoing documents (copies of each having been included and incorporated in the record file of the July 9, 2026 meeting), Jean Carter gave needed second, and an affirmative vote motion carried. ---

11. Action and/or discussion items:
    a. Adopt Trustee Vacancy Resolution 26-27 001 – Declaring open seat on Board of Trustees following resignation of Michael Watts at the last meeting on June 11, 2026. Kent Maze moved to adopt Trustee Vacancy Resolution, Jean Carter gave a second thereto, and with an affirmative vote Board adopted the aforesaid resolution.
    b. Adopt Building and Maintenance Ordinance 26-27 001 – Jean Carter moved to adopt the Building and Maintenance Ordinance and levy .02% tax on value of taxable property within library district for building and maintenance purpose in FY2026-27, Kent Maze gave a second thereto, and on an affirmative vote with 5 Ayes, Board adopted Ordinance 26-27 001.
    c. Adopt Ordinance 26-27 002, annexing Property within City of Peru into Peru Public Library District a parcel of real estate with no voters therein and referenced by the Parcel Identification Number PIN of 11-33-423-000 – Kent Maze moved to adopt aforesaid annexation ordinance, Larry Sittler gave a second thereto, and with an affirmative vote Board duly adopted Ordinance 26-27 002 annexing referenced property into library district.
    d. Adopt Ordinance 26-27 003, annexing Property within City of Peru into Peru Public Library District a parcel of real estate with no voters therein and referenced by the Parcel Identification Number PIN of 11-31-112-000 – Kent Maze moved to adopt aforesaid annexation ordinance, Jean Carter gave a second thereto, and with an affirmative vote Board duly adopted Ordinance 26-27 003 annexing referenced property into library district.
    e. Review Trustee Applications – Board will wait to take any action and see if any other interested persons apply.
    f. Authorize disposal of surplus material: Kent Maze moved to authorize disposal of surplus items of property, second given by Jean Carter, and with an affirmative vote board granted authorization for disposing surplus property over the course of FY2026-27.

g. Authorize Executive Director to apply for grants: Larry Sittler moved to allow library's Executive Director to apply for grants, second given by Laurie Moss, and with an affirmative vote board granted director such authorization in this fiscal year.
h. Appoint Legal Counsel: Motion made by Jean Carter to appoint Phillip Lenzini as Legal Counsel, Kent Maze gave a second on aforesaid motion, and Board on an affirmative vote approved the appointment.

12. Executive session: No discussion of any matters needing closure of meeting.

13. Board orientation: Members reviewed the Illinois State Library Standards pertaining to "Advocacy & Community Engagement" and "Programming" noting that Peru Public Library would be at "Advanced" level for: tabulating "Library Usage," planning projects entailing "Community Engagement," making programs and facilities functional to meet "Accessibility" needs for a variety of persons, and "Diversity" in providing a variety of viewpoints and ideas.

14. Adjournment. With no further business, proceedings concluded and meeting adjourned at 6:49 pm.

Submitted by Larry Sittler / Board Secretary