REDDICK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING MINUTES
MONDAY, APRIL 12, 2021

MEETING MODIFICATION DUE TO COVID-19
In accordance with P.A. 101-0460, which includes changes to the Illinois Open Meetings Act (OMA) that allow public bodies to conduct remote meetings under certain conditions, members of the Reddick Public Library District Board of Trustees attended this meeting remotely using the Zoom virtual meeting platform; Molly DeBernardi (Library Director) was also physically present in the Community Room for this meeting. Members of the public were encouraged to attend this meeting remotely and provided with the link and information needed to do so, as well as an email address to submit questions or statements prior to the meeting, on the posted meeting agenda.

I. CALL TO ORDER: The meeting was called to order at 6:01 p.m. by Board President Neil Reinhardt.
PRESENT: Daniel Heaver, Amy Novario, Mary Jo Farrell, Neil Reinhardt, Melissa Hulse, Jameson Campagne (arrived at 6:02 p.m.), and Phyllis Palmer (arrived at 6:06 p.m.).
ABSENT: None.
STAFF PRESENT: Molly DeBernardi, Library Director; Lisa Katrein, Publicity & Outreach Coordinator.
VISITORS PRESENT VIA ZOOM: Elaine Chapman, Rici Dale, Rachel Mason, Allison Hertzner, and Katie Bagley (arrived at 6:07p.m.).

II. CHANGES TO AGENDA: There were no changes to the agenda.

III. SECRETARY’S REPORT: The Secretary’s Report for the Reddick Public Library District Board of Trustees Regular Meeting on Monday, March 8, 2021, was reviewed. Motion by Daniel Heaver, 2nd by Amy Novario to accept the Secretary’s Report for the Reddick Public Library District Board of Trustees Regular Meeting on Monday, March 8, 2021, as written. Roll call vote as follows: Daniel Heaver, aye. Amy Novario, aye. Mary Jo Farrell, aye. Melissa Hulse, aye. Neil Reinhardt, aye. All ayes. No nays. Motion carried.

IV. APPEARANCES: There were no appearances.

V. CORRESPONDENCE: The Board received the following correspondence:
1. Notification of the final tax and interest distribution of 2019 tax revenue from LaSalle County. All board members received a copy of this notification in their electronic board packets.
2. Notification of claim denial from West Bend Mutual Insurance for the broken underground water supply pipe that occurred on 2/11/2021. All board members received a copy of this letter in their electronic board packets.

VI. FINANCIAL REPORT: The March 2021 Disbursements and March 31, 2021 Financial Reports were reviewed and discussed. Special Reserve CD reached maturity on 3/2/2021; all funds were deposited into the Special Reserve account at Ottawa Savings Bank. Working Cash 3/Special Reserve CD reached maturity on 3/5/2021. All interest earned on this CD through 6/30/2020 ($2,349.02) was deposited into the General Fund checking account at Ottawa Savings Bank; all remaining funds were deposited into the Special Reserve account at Ottawa Savings Bank. Molly noted that Working Cash 3/Special Reserve CD will reach maturity on 4/16/2021. Interest earned in FY2020 ($6,112.19) will be deposited into the General Fund checking account and all remaining funds will be deposited into the Special Reserve account at Ottawa Savings Bank. All board members received an updated CD maturation spreadsheet in the electronic board packet. Brief discussion was also held regarding Illinois Municipal Retirement Fund (IMRF) Tier 1 & Tier 2 Plans. Molly will send a document that contains detailed information about IMRF Tier 1 & Tier 2 Plans electronically to all board members. Motion by Mary Jo Farrell, 2nd by Jameson Campagne to approve the March 2021 Disbursements, and to accept the March 31, 2021 Financial Reports and place the reports on file for audit. Roll call vote as follows: Daniel Heaver, aye. Amy Novario, aye. Phyllis Palmer, aye. Mary Jo Farrell, aye. Melissa Hulse, aye. Jameson Campagne, aye. Neil Reinhardt, aye. All ayes. No nays. Motion carried.

VII. LIBRARY DIRECTOR’S REPORT: A written report was provided to all board members, which included the April 2021 Events Calendar and a format corrected version of the February 2021 Library Director’s Report.
1. In celebration of National Library Week (April 4-10, 2021), free Reddick Library-branded pens were offered to patrons. Library staff also began collecting patron email addresses for the upcoming rollout of the new eNewsletter marketing initiative.
2. The library will transition to standard Summer Hours following Memorial Day.
3. Molly also noted the launch of “Training in Your Spare Time,” which was developed and implemented by members of the library’s management team, and provides targeted/selected training activities for library staff to complete when not providing direct patron service and/or fulfilling other assigned duties.
VIII. COMMITTEE REPORTS:
1. Finance Committee: No committee report.
2. Personnel Committee: No committee report.
3. Building and Grounds Committee: No committee report.
4. Library Services and Policies Committee: No committee report.

IX. UNFINISHED BUSINESS: There was no unfinished business.

X. NEW BUSINESS:


3. Approve scope of work for library parking lot project: Two drawings prepared by Vissering Construction Company were provided to all board members in the electronic board packet. Molly provided a detailed overview of her meeting with Construction Manager Tim Claus (Vissering) and a proposed timeline for the competitive bid process for board member consideration. Discussion followed. Motion by Phyllis Palmer, 2nd by Daniel Heaver to approve the scope of work for the library parking lot project and move forward with the competitive bid process. Roll call vote as follows: Daniel Heaver, aye. Amy Novario, aye. Phyllis Palmer, aye. Mary Jo Farrell, aye. Melissa Hulse, aye. Jameson Campagne, aye. Neil Reinhardt, aye. All ayes. No nays. Motion carried.

XI. Motion by Mary Jo Farrell, 2nd by Melissa Hulse to adjourn the meeting at 6:42 p.m. Prior to calling the roll, Board President Neil Reinhardt acknowledged outgoing board members Melissa Hulse and Phyllis Palmer and thanked them for their years of service and dedication to Reddick Public Library District. Roll call vote as follows: Daniel Heaver, aye. Amy Novario, aye. Phyllis Palmer, aye. Mary Jo Farrell, aye. Melissa Hulse, aye. Jameson Campagne, aye. Neil Reinhardt, aye. All ayes. No nays. Motion carried.

XII. The next regular meeting of the Reddick Public Library District Board of Trustees will be held on Monday, May 10, 2021, at 6:00 p.m.

Respectfully Submitted,

[Signature]
Amy Novario, Board of Trustees Secretary pro tem

[Signature]
Lisa Katrein, Recording Secretary