REDICK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING MINUTES
MONDAY, AUGUST 9, 2021

I. CALL TO ORDER: The meeting was called to order at 6:20 p.m. by Board President Neil Reinhardt.
PRESENT: Amy Novario, Allison Hertzner, Daniel Heaver, Neil Reinhardt, Mary Jo Farrell, and Jameson Campagne.
ABSENT: None.
STAFF PRESENT: Molly DeBernardi, Library Director; Lisa Katrein, Publicity & Outreach Coordinator.
VISITORS: There were no visitors.

II. CHANGES TO AGENDA: The Board moved Unfinished Business #1 (Trustee appointment to fill board vacancy) to the end of the agenda.

III. SECRETARY’S REPORT: The Secretary’s Report for the Reddick Public Library District Board of Trustees Regular Meeting on Monday, July 12, 2021, was reviewed. Motion by Amy Novario, 2nd by Allison Hertzner to accept the Secretary’s Report for the Reddick Public Library District Board of Trustees Regular Meeting on Monday, July 12, 2021, as written. All ayes. No nays. Motion carried.

IV. APPEARANCES: There were no appearances.

V. CORRESPONDENCE: The Board received the following correspondence:
1. Merger notification and new Truist Wealth Trust Deposit Account Terms & Disclosures from Truist Bank Fiduciary Services. All board members received a copy in their print and electronic board packets.
2. Notification of the second tax distribution of the 2020 tax revenue from LaSalle County. All board members received a copy in their print and electronic board packets.

VI. FINANCIAL REPORT: The July 2021 Disbursements and July 31, 2021 Financial Reports were reviewed and discussed. As requested at last month’s meeting, all board members also received copies of the finalized June 2021 Financial Reports in their print and electronic board packets. Motion by Jameson Campagne, 2nd by Mary Jo Farrell to approve the July 2021 Disbursements, and to accept the July 31, 2021 Financial Reports and place the reports on file for audit. Roll call vote as follows: Jameson Campagne, aye. Amy Novario, aye. Mary Jo Farrell, aye. Daniel Heaver, aye. Allison Hertzner, aye. Neil Reinhardt, aye. All ayes. No nays. Motion carried.

VII. LIBRARY DIRECTOR’S REPORT:
1. A written report was provided to all board members, which included the August 2021 events calendar.
2. Molly reported that the annual external audit was conducted on-site by Brian Zabel & Associates on July 22, 2021.
3. Lisa provided a detailed overview of plans for National Library Card Sign-up Month (September), which will include promotional yard signs, branded pen giveaway, and a backdrop in the lobby for photos to share on social media.
4. The standing committee sign-up sheet was passed to trustees who were not present at the July meeting. An updated document will be provided at the September meeting.
5. Vissering Construction Company completed a change to the parking lot’s south entrance, as required by the City of Ottawa; runoff water will now drain to the east rather than the west.

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:
1. Trustee appointment to fill board vacancy: Motion by Amy Novario, 2nd by Mary Jo Farrell to adjourn to Executive Session at 7:16 p.m. per Section 2(c)(3) of the Open Meetings Act for the purpose of discussing the “selection of a person to fill a public office.” Roll call vote as follows: Jameson Campagne, aye. Amy Novario, aye. Mary Jo Farrell, aye. Daniel Heaver, aye. Allison Hertzner, aye. Neil Reinhardt, aye. All ayes.
No nays. Motion carried. **Motion by** Mary Jo Farrell, **2nd by** Allison Hertzner to exit Executive Session at 7:22 p.m. **Roll vote as follows:** Jameson Campagne, aye. Amy Novario, aye. Mary Jo Farrell, aye. Daniel Heaver, aye. Allison Hertzner, aye. Neil Reinhardt, aye. All ayes. No nays. Motion carried. **Motion by** Jameson Campagne, **2nd by** Mary Jo Farrell to appoint Scott Anderson as library trustee, commencing September 13, 2021, through the Spring 2023 election. **Roll call vote as follows:** Jameson Campagne, aye. Amy Novario, aye. Mary Jo Farrell, aye. Daniel Heaver, aye. Allison Hertzner, aye. Neil Reinhardt, aye. All ayes. No nays. Motion carried.

X. **NEW BUSINESS:**

1. **Adopt Ordinance 21-04 — Budget & Appropriations:** A copy of Ordinance 21-04, *Budget & Appropriations* was sent electronically to all board members and included in the print packet. Pursuant to publication in *The Times*, the budget has been available for public inspection since July 1, 2021. **Motion by** Jameson Campagne, **2nd by** Mary Jo Farrell to adopt Ordinance 21-04, *Budget & Appropriations*, and publish it pursuant to statute. **Roll call vote as follows:** Jameson Campagne, aye. Amy Novario, aye. Mary Jo Farrell, aye. Daniel Heaver, aye. Allison Hertzner, aye. Neil Reinhardt, aye. All ayes. No nays. Motion carried.

2. **Approve 1st payment to Vissering Construction Company for library parking lot project:** A copy of the first payment request from Vissering Construction Company was sent electronically to all board members and included in the print packet. The first payment request of $66,876.30 covers 90% of the total project cost; the remaining 10% will be invoiced separately due to the required change to the parking lot's south entrance. Molly noted that Change Order 1 (equipment and labor to repair broken pip and fill sink hole, addition of directional signs per City Review, and $250.00 fine paid to the City of Ottawa) added $2,136.00 to the initial bid, bringing the total cost of the project to $74,307.00. Discussion followed. **Motion by** Mary Jo Farrell, **2nd by** Amy Novario to approve first payment of $66,876.30 to Vissering Construction Company for the library parking lot replacement project. **Roll call vote as follows:** Jameson Campagne, aye. Amy Novario, aye. Mary Jo Farrell, aye. Daniel Heaver, aye. Allison Hertzner, aye. Neil Reinhardt, aye. All ayes. No nays. Motion carried.

3. **Approve payment to Vissering Construction Company for Construction Management services:** A copy of the invoice from Vissering Construction Company was sent electronically to all board members and included in the print board packet. The invoice amount of $5,762.00 is for all construction management services provided for the parking lot replacement project. **Motion by** Daniel Heaver, **2nd by** Mary Jo Farrell to approve payment of $5,762.00 to Vissering Construction Company for construction management services provided for the library parking lot replacement project. **Roll call vote as follows:** Jameson Campagne, aye. Amy Novario, aye. Mary Jo Farrell, aye. Daniel Heaver, aye. Allison Hertzner, aye. Neil Reinhardt, aye. All ayes. No nays. Motion carried.

4. **Approve submission of FY2021 Illinois Public Library Annual Report:** All board members received an abridged copy of the report, which included 5-year data comparisons. Molly noted that data from FY2021 and FY2020 was impacted by COVID-19. The report was reviewed and discussed. **Motion by** Mary Jo Farrell, **2nd by** Daniel Heaver to approve submission of the FY2021 Illinois Public Library Annual Report. All ayes. No nays. Motion carried.

XI. **Motion by** Mary Jo Farrell, **2nd by** Amy Novario to adjourn the meeting at 7:24 p.m. 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, September 13, 2021, at 6:00 p.m.**

Respectfully Submitted,

Amy Novario, Board of Trustees Secretary

Lisa Katrein, Recording Secretary

Reddick Public Library District Board of Trustees Regular Meeting Minutes, Monday, August 9, 2021