

**REDDICK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING MINUTES
MONDAY, AUGUST 11, 2025**

- I. CALL TO ORDER:** The meeting was called to order at 6:15 p.m. by Neil Reinhardt, Board President.
PRESENT: Mary Jo Farrell, Allison Hertzner, Daniel Heaver, Amy Novario, Neil Reinhardt, and Katrina Bromann.
ABSENT: Scott Anderson, with notice.
STAFF PRESENT: Laura Youngstrum, Library Director; Lisa Katrein, Publicity & Outreach Coordinator.
VISITORS: There were no visitors.
- II. CHANGES TO AGENDA:** There were no changes.
- III. SECRETARY'S REPORT:** The Secretary's Report for the Reddick Public Library District Board of Trustees Regular Meeting on Monday, July 14 was reviewed. **Motion by** Mary Jo Farrell **2nd** **by** Allison Hertzner to accept the Secretary's Report for the Reddick Public Library District Board of Trustees Regular Meeting on Monday, July 14, 2025 as written. All ayes. No nays. Motion carried.
- IV. APPEARANCES:** There were no appearances.
- V. CORRESPONDENCE:** The Board received the following correspondence in their print and electronic packets:
1. From Illinois Library Association: *ILA Noon Network: Be the Best Trustee You Can Be* webinar information
- VI. FINANCIAL REPORT:** All board members received the preliminary July 2025 Disbursements and preliminary July 31, 2025 Financial Reports in their print and electronic packets as well as a copy of the Reddick Public Library District CD Schedule at OSB Community Bank. The July 2025 Disbursements and July 31, 2025 Financial Reports were reviewed and discussed. **Motion by** Amy Novario, **2nd** **by** Mary Jo Farrell, to approve the preliminary July 2025 Disbursements and to accept the preliminary July 31, 2025 Financial Reports and place the reports on file for audit. **Roll call vote as follows:** Katrina Bromann, 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 following attachments:
 - a) RPLD August 2025 event brochures for Adults, Teens, and Children
 - b) A copy of the Show Your Library Card brochure that was included in the City of Ottawa water bills.
 2. Laura informed the board that the Focus Groups for the library's strategic plan will meet on Thursday, September 4 and Friday, September 5, 2025.
 3. Community Surveys for the strategic plan will be available for public completion by the end of August through the month of September, 2025.
 4. Hopkins & Associates will be on-site on Tuesday, September 9, 2025 to conduct RPLD's annual audit.
 5. RPLD will be closed for a staff development day and carpet cleaning on Friday, September 26, 2025. Laura will be a presenter at PUG Day.
 6. Laura reminded the board of the Special Meeting Board Retreat for the Strategic Plan on Saturday, November 8, 2025.
 7. The Levy will not be available for the September Board Meeting as Laura is working with Meristem Advisors for consultation.
 8. The Show Your Library Card promotion starts September 1 with 29 participating businesses.
 9. The Canal Street construction inches towards the library.
 10. Laura will be attending the ILA Annual Conference on October 14-16 in Rosemont.
- 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. **Discuss process for the annual review of the Library Director:** A blank evaluation form was included in the print and electronic board packet. It was the consensus of the board that Katrina Bromann will collaborate with the Reddick Library Technology Coordinator to have an evaluation form for the Library Director distributed to Reddick Library staff by Monday, August 25, 2025. Staff will complete it anonymously and will need to return it by Monday, September 8, 2025. Additionally, Laura will turn in her self-evaluation at the September 8, 2025 board meeting.
2. **HVAC Systems Control Update:** A proposal from Johnson Controls for upgrading the hardware and software for Reddick Library's HVAC system was included in the print and electronic board packet. Discussion followed. Laura informed the board that she will be meeting with Vissering Construction, Reddick Library's Project Management Company, to discuss the HVAC system and other projects. She will keep the board posted on their recommendations.

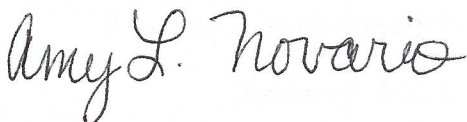
X. NEW BUSINESS:

1. **Adopt Ordinance 25-04, Budget and Appropriations:** All board members received a copy of Ordinance 25-04, *Budget and Appropriations*, drafted by Reddick Public Library District's attorney, Phil Lenzini, in their print and electronic board packets. It is the legal document used to create the Levy Ordinance which will be presented for adoption at a later date. A brief discussion was held. **Motion by Mary Jo Farrell, 2nd by Daniel Heaver** to adopt Ordinance 25-04, *Budget and Appropriations*. All ayes. No nays. Motion carried.
2. **Approve submission of the FY2025 Illinois Public Library Annual Report (IPLAR):** An abridged report with a 5-year data comparison was included in the print board packet. Laura informed the board that board approval is not needed to submit the report, but kept it on the agenda this year to be consistent with previous years. **Motion by Mary Jo Farrell, 2nd by Katrina Bromann** to approve the submission of the FY2025 Illinois Public Library Annual Report as submitted. All ayes. No nays. Motion carried.
3. **November 7, 2025 Staff Development Building Closure:** Laura requested closing the library on Friday, November 7, 2025 from 1:00pm to 5:00pm for Staff Development. **Motion by Mary Jo Farrell, 2nd by Katrina Bromann** to close the library from 1:00 to 5:00pm on Friday, November 7 for staff development. All ayes. No nays. Motion carried.
4. **Review Updated Illinois Public Library Standards Website and share proposed plan on review:** Laura informed the board that the Illinois Public Library Standards website has been updated. The plan is to review the standards at the September, October, November, and December 2025 board meetings.

XI. ADJOURNMENT: **Motion by Mary Jo Farrell, 2nd by Amy Novario** to adjourn the meeting at 7:17 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 9, 2025 at 6:00 p.m.

Respectfully Submitted,



Amy Novario, Board of Trustees Secretary



Lisa Katrein, Recording Secretary