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

I. CALL TO ORDER: The meeting was called to order at 6:00 p.m. by Board President Neil Reinhardt.
PRESENT: Mary Jo Farrell, Daniel Heaver, Jameson Campagne, and Neil Reinhardt.
ABSENT: Amy Novario and Allison Hertzler, both with notice.
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, June 14, 2021, was reviewed. Motion by Mary Jo Farrell, 2nd by Daniel Heaver to accept the Secretary’s Report for the Reddick Public Library District Board of Trustees Regular Meeting on Monday, June 14, 2021, as written. All ayes. No nays. Motion carried.

IV. APPEARANCES: There were no appearances.

V. CORRESPONDENCE: The Board received the following correspondence:
1. Letter from Jesse White, State Librarian, awarding the FY2021 Illinois Public Library Per Capita Grant in the amount of $35,845.45. Molly noted that this is $5,467.95 more than the amount received in previous years due to an increase in the per capita rate from $1.25 to $1.475 per resident. All board members received a copy in their print and electronic board packets.
2. Notification of the first tax distribution of the 2020 tax revenue from LaSalle County. All board members received a copy of this notification in their print and electronic board packets.

VI. FINANCIAL REPORT: The June 2021 Disbursements and June 30, 2021 Financial Reports were reviewed and discussed. Molly noted that these were preliminary reports, pending the finalization of FY2021. She also reminded board members that, as of June 5, 2021, the General Fund has been reimbursed in full by the Special Reserve Fund for the construction loan payoff in October 2020. An updated CD maturation spreadsheet was included in the print and electronic board packets; a column was added to the spreadsheet to show the CD balances as of June 30, 2021. Discussion followed. Motion by Mary Jo Farrell, 2nd by Daniel Heaver to approve the June 2021 Disbursements, and to accept the June 30, 2021 Financial Reports and place the reports on file for audit. Roll call vote as follows: Jameson Campagne, aye. Mary Jo Farrell, aye. Daniel Heaver, 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 that included the following attachments:
   a) July 2021 Events Calendar.
   b) FY2022 working budget, updated to reflect the increase in the FY2021 Per Capita Grant award.
2. Reddick Library’s 2021 Summer Reading Program (“Reading Colors Your World”) continues through Friday, July 30, 2021.
3. Construction on the parking lot project was completed; the lot reopened on Tuesday, July 6, 2021.
4. The annual external audit will be conducted on-site by Brian Zabel & Associates on Thursday, July 22, 2021.
5. The annual budget hearing will be held at 6:00 p.m. on Monday, August 9, 2021, with the regular meeting to immediately follow. Notice of the hearing was published in The Times on Thursday, July 1, 2021.

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: Brief discussion was held. Due to the absence of two trustees, it was the consensus of the board to table this agenda item until the next meeting.
X. **NEW BUSINESS:**

1. **Adopt Ordinance 21-03—Building & Maintenance:** All board members received a copy of Ordinance 21-03, *Building & Maintenance*, in their print and electronic board packets. **Motion by Mary Jo Farrell, 2nd by Jameson Campagne** to adopt Ordinance 21-03, *Building & Maintenance*, and publish it pursuant to statute. **Roll call vote as follows:** Jameson Campagne, aye. Mary Jo Farrell, aye. Daniel Heaver, aye. Neil Reinhardt, aye. All ayes. No nays. Motion carried.

2. **Approve Safety & Building Monitor job description:** A copy of the *Safety & Building Monitor* job description was sent electronically to all board members and included in the print packet. Molly noted that *Safety & Building Monitor* will be a new position. She provided a detailed overview of the job description and answered questions. Discussion followed. **Motion by Jameson Campagne, 2nd by Mary Jo Farrell** to approve the *Safety & Building Monitor* job description as presented. All ayes. No nays. Motion carried.

3. **Appoint 2 trustees to audit board book for IPLAR:** Per the Illinois Public Library Annual Report (IPLAR), two trustees must audit the board book. It was the consensus of the board to appoint Allison Hertzner and Amy Novario to audit the board book for IPLAR.

4. **Board updates standing committee assignments:** Per board bylaws, standing committees are to be appointed annually in the month of July and consist of a minimum of three trustees and the president. A sign-up sheet, which included committee descriptions, was provided in the electronic and print board packets. A copy of the sign-up sheet was sent around the table for signatures; the sheet will be distributed again at next month’s meeting for trustees who were not present.

XI. **Motion by Mary Jo Farrell, 2nd by Daniel Heaver** to adjourn the meeting at 7:08 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, August 9, 2021, at 6:15 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, July 12, 2021