

**REDDICK PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES REGULAR MEETING MINUTES  
MONDAY, MARCH 9, 2026**

- I. CALL TO ORDER:** The meeting was called to order at 6:00 p.m. by Neil Reinhardt, Board President.  
**PRESENT:** Scott Anderson, Amy Novario, Mary Jo Farrell, Neil Reinhardt, Daniel Heaver (6:01pm), Katrina Bromann, (via remote attendance at 6:02pm) and Allison Hertzner (6:05pm).  
**ABSENT:** none  
**STAFF PRESENT:** Laura Youngstrum, Library Director; Lisa Katrein, Publicity & Outreach Coordinator.  
**VISITORS:** Elaine Chapman, *Technical Services Coordinator*, Reddick Public Library District
- II. MOTION TO APPROVE REMOTE ATTENDANCE:** **Motion** by Mary Jo Farrell, 2<sup>nd</sup> by Amy Novario to permit Katrina Bromann to attend the meeting via electronic means due to illness. All ayes. No nays. Motion carried.
- III. CHANGES TO AGENDA:** The board moved Technical Services Department Update to the beginning of the agenda, before all other agenda items.
- IV. SECRETARY'S REPORT:** The Secretary's Report for the Reddick Public Library District Board of Trustees Regular Meeting on Monday, February 9, 2026 and the Reddick Public Library District Board of Trustees Library Services and Policies Committee Meeting on Monday, February 9, 2026 were reviewed. **Motion** by Mary Jo Farrell 2<sup>nd</sup> by Allison Hertzner to accept the Secretary's Report for the Reddick Public Library District Board of Trustees Regular Meeting on Monday, February 9, 2026 and the Reddick Public Library District Board of Trustees Library Services and Policies Committee Meeting on Monday, February 9, 2026 as written. All ayes. No nays. Motion carried.
- V. APPEARANCES:** There were no appearances.
- VI. CORRESPONDENCE:** All board members received copies of the correspondence in their print and electronic board packets
1. HVAC Control System Contract from John's Service and Sales
  2. Atlas Annual Trustee Day Invitation
- VII. FINANCIAL REPORT:** All board members received the preliminary February 2026 Disbursements and Preliminary February 28, 2026 Financial Reports in their print and electronic packets. The February 2026 Disbursements and February 28, 2026 Financial Reports were reviewed and discussed. **Motion** by Amy Novario 2<sup>nd</sup> by Mary Jo Farrell, to approve the preliminary February 2026 Disbursements and to accept the preliminary February 28, 2026 Financial Reports and place the reports on file for audit. **Roll call vote as follows:** Scott Anderson, aye. Amy Novario, aye. Mary Jo Farrell, aye. Daniel Heaver, aye. Allison Hertzner, aye. Katrina Bromann, aye. Neil Reinhardt, ayes. All ayes. No nays. Motion carried.
- VIII. LIBRARY DIRECTOR'S REPORT:**
1. **Technical Services Department Update:** Elaine Chapman, *Technical Services Coordinator*, appeared before the board to introduce herself, provide a brief overview of her job duties, and answer questions.
  2. **A written report was provided to all board members** which included the following attachments:
    - a) RPLD March 2026 event brochures for Adults, Teens, and Children
- IX. 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.

**X. UNFINISHED BUSINESS:**

- 1. Ottawa Arts Committee Mural:** Laura informed the board that the Ottawa Arts Committee has requested permission for the board approved murals to be painted directly on the exterior wall of the library's south annex, located off Fulton Street, as a cost-saving measure. Discussion followed. **Motion by** Mary Jo Farrell, 2<sup>nd</sup> by Allison Hertzner to approve the Ottawa Arts Committee board approved murals to be painted directly on the exterior south annex wall located off of Fulton Street. All ayes. No nays. Motion carried.
- 2. Window Replacement Project:** Laura informed the board that Koolmaster is requesting an additional \$3, 038.00 for increased UV protection in replacement windows. Discussion followed. **Motion by** Mary Jo Farrell, 2<sup>nd</sup> by Allison Hertzner to approve the additional \$3, 038.00 fee for the window replacement project for increased UV protection. **Roll Call Vote as follows:** Scott Anderson, aye. Amy Novario, aye. Mary Jo Farrell, aye. Daniel Heaver, aye. Allison Hertzner, aye. Katrina Bromann, aye. Neil Reinhardt, aye. All ayes. No nays. Motion carried.

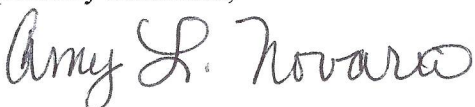
**XI. NEW BUSINESS:**

- 1. RPLD Board Email Addresses:** A discussion was held regarding board members setting up an email account to be used exclusively for board communications as opposed to using their person email accounts for board business.
- 2. Policy Updates:** All board members received draft copies of the *Community Information Sharing Policy*, *Computer/Internet Use Policy*, *Reference Service Policy*, and the *Notary Service Policy* in their print and electronic board packet. Discussion followed. Motion by Mary Jo Farrell, 2<sup>nd</sup> by Allison Hertner to approve the *Community Information Sharing Policy*, *Computer/Internet Use Policy*, *Reference Service Policy*, and the *Notary Service Policy* as written. All ayes. No Nays. Motion carried.
- 3. Social Media Policy Addition:** All board members received a copy of the email from Phil Lenzini, Reddick Public Library Attorney, in their print and electronic board packets regarding the Social Media Conduct Policy. Discussion followed. Laura will investigate the matter further and report back to the board.
- 4. Process of Updating Board Bylaws:** A brief discussion was held regarding the process of updating of board bylaws.

**XII. ADJOURNMENT:** **Motion by** Mary Jo Farrell, 2<sup>nd</sup> by Allison Hertzner to adjourn the meeting at 7:10 p.m. All ayes. No nays. Motion carried.

**XIII. The next regular meeting of the Reddick Public Library District Board of Trustees will be held on Monday, April 13, 2026 at 6:00 p.m.**

Respectfully Submitted,



Amy Novario, Board of Trustees Secretary



Lisa Katrein, Recording Secretary