REDDICK PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES REGULAR MEETING MINUTES  
MONDAY, OCTOBER 11, 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, Neil Reinhardt, Amy Novario, Scott Anderson, Allison Hertzner, Daniel Heaver, and Jameson Campagne (arrived at 6:03 p.m.)  
ABSENT: None.  
STAFF PRESENT: Molly DeBernardi, Library Director; Lisa Katein, Publicity & Outreach Coordinator.  
VISITORS: Charles Stanley, The Times.

II. CHANGES TO AGENDA: The Board moved Unfinished Business #1 (Executive Session 51LCS 120/2(c)(5) Discussion of matters pertaining to the purchase or lease of real property) and New Business #1 (Adopt Resolution 21-01: Authorizing the execution of a purchase & sale agreement for the property located at 1035 Fulton Street, Ottawa, IL 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, September 13, 2021, was reviewed. Motion by Daniel Heaver, 2nd by Allison Hertzner to accept the Secretary’s Report for the Reddick Public Library District Board of Trustees Regular Meeting on Monday, September 13, 2021, as written. All ayes. No nays. Motion carried.

IV. APPEARANCES: There were no appearances.

V. CORRESPONDENCE: The Board received notification of the fourth distribution of 2020 tax revenue from LaSalle County. All board members received a copy of this notification in their print and electronic board packets.


VII. LIBRARY DIRECTOR’S REPORT:
1. A written report was provided to all board members, which included the October 2021 events calendar and an updated staff photo roster.
2. The library will remain closed on Sundays throughout the month of November due to a staffing shortage.

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. Executive Session: 51LCS 120/2(c)(5)—Discussion of matters pertaining to the purchase or lease of real property: Motion by Amy Novario, 2nd by Scott Anderson to adjourn to Executive Session at 6:30 p.m. per Section 2(c)(5) of the Open Meetings Act for the purpose of discussing the “purchase or lease of real property for the use of the public body.” Roll call vote as follows: Jameson Campagne, aye. Scott Anderson, 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 Scott Anderson to exit Executive Session at 6:55 p.m. Roll call vote as follows: Jameson Campagne, aye. Scott Anderson, 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 Allison Hertzner, 2nd by Daniel Heaver to accept the quote from Midwest Environmental Consulting Services for a Phase II Environmental Site Assessment for a total cost of $7,300.00. Roll call vote as follows: Jameson Campagne, Scott Anderson, 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 Resolution 21-01—Authorizing the execution of a purchase & sale agreement for the property located at 1035 Fulton Street, Ottawa, IL: Motion by Mary Jo Farrell, 2nd by Scott Anderson to adopt Resolution 21-01, Authorizing the execution of a purchase & sale agreement for the property located at 1035 Fulton Street, Ottawa, IL. Roll call vote as follows: Jameson Campagne, aye. Scott Anderson, 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 2022 Library Closing Dates: The list of proposed library closing dates for 2022 was sent electronically to all board members and included in the print packet. The dates are consistent with previous years. Motion by Allison Hertzner, 2nd by Daniel Heaver to approve the proposed closing dates for 2022 for Reddick Public Library District as follows: New Year’s Day, Saturday, January 1, 2022 (already approved); Easter Sunday, April 17, 2022; Mother’s Day, Sunday, May 8, 2022; All Sundays (15 total) from May 29, 2022 through September 4, 2022; Memorial Day, Monday, May 30, 2022; Independence Day, Monday, July 4, 2022; Labor Day, Monday, September 5, 2022; Full-Day Staff Inservice, September 22, 2022; Thanksgiving Day, Thursday, November 24, 2022; Christmas Eve, Saturday, December 24, 2022; Christmas Day, Sunday, December 25, 2022; New Year’s Eve, Saturday, December 31, 2022; New Year’s Day, Sunday, January 1, 2023. All ayes. No nays. Motion carried.

3. Approve Proposal from Johnson Controls for HVAC Building Automation System Network Engine:
   Board members received a copy of the proposal from Johnson Controls for a new building automation system network engine in their print and electronic packets. Molly reported that the library’s current network engine device has reached end-of-life and is no longer functioning properly. She noted that the network engine is the central controller for the library’s building automation system, and that the device monitors and controls all components of the library’s HVAC system. Discussion followed. Motion by Mary Jo Farrell, 2nd by Amy Novario to approve the proposal from Johnson Controls for the purchase and installation of a new HVAC building automation system network engine for $7,559.54. Roll call vote as follows: Jameson Campagne, aye. Scott Anderson, aye. Amy Novario, aye. Mary Jo Farrell, aye. Daniel Heaver, aye. Allison Hertzner, aye. Neil Reinhardt, aye. Six ayes. One nay. Motion carried.

4. Library Director Annual Evaluation: A copy of the evaluation form was sent electronically to all board members and included in the print packet. Brief discussion was held about the evaluation process. Amy Novario volunteered to facilitate; she will collect completed evaluation forms from board members prior to next month’s meeting.

XI. Motion by Daniel Heaver, 2nd by Mary Jo Farrell to adjourn the meeting at 7:00 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, November 8, 2021, at 6:00 p.m.

Respectfully Submitted,

Amy Novario, Board of Trustees Secretary

Lisa Katlein, Recording Secretary