REDDICK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING MINUTES
MONDAY, OCTOBER 13, 2025

I. CALL TO ORDER: The meeting was called to order at 6:00 p.m. by Neil Reinhardt, Board President.
PRESENT: Scott Anderson, Daniel Heaver, Amy Novario, Katrina Bromann, Neil Reinhardt, and Allison Hertzner
ABSENT: Mary Jo Farrell, with notice.
STAFF PRESENT: Laura Youngstrum, Library Director; Lisa Katrein, Publicity & Outreach Coordinator.
VISITORS: Kim Bird, *Hopkins and Associates, CPAs*

II. CHANGES TO AGENDA: The Board Moved New Business #1 (*FY2025 Audit Presentation by Hopkins & Associates, CPAs)* to the beginning of the agenda, before all other agenda items and Unfinished Business #1 (*Library Director Evaluation)* 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 8, 2025 was reviewed. **Motion by** Allison Hertzner **2nd by** Daniel Heaver to accept the Secretary's Report for the Reddick Public Library District Board of Trustees Regular Meeting on Monday, September 8, 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 LaSalle County: 3rd distribution of TY2024

VI. FINANCIAL REPORT: All board members received the preliminary September 2025 Disbursements and Preliminary September 30, 2025 Financial Reports in their print and electronic packets. The September 2025 Disbursements and September 30, 2025 Financial Reports were reviewed and discussed. **Motion by** Amy Novario, **2nd** by Daniel Heaver, to approve the preliminary September 2025 Disbursements and to accept the preliminary September 20, 2025 Financial Reports and place the reports on file for audit. **Roll call vote as follows:** Scott Anderson, aye. Katrina Bromann, aye. Amy Novario, aye. Daniel Heaver, aye. Allison Hertzer, 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 October 2025 event brochures for Adults, Teens, and Children
2. The Canal Street construction continues in front of the library.
3. Baker and Taylor, RLPD's long time book distributer has abruptly ceased operations. RPLD is exploring another book distributer.
4. Laura will be attending the ILA Annual Conference on October 14-16, 2025 in Rosemont. Trustee Day is Thursday, October 16, 2025.

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.

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IX. UNFINISHED BUSINESS:

1. **Executive Session: Library Director Evaluation: Motion by** Amy Novario, **2nd** by Katrina Bromann to adjourn to Executive Session at 7:23pm per Section 2 (c)(1) of the Open Meetings Act for the purpose of discussing the "performance and compensation of a specific employee." **Roll call vote as** follows: Scott Anderson, aye. Katrina Bromann, aye. Amy Novario, aye. Daniel Heaver, aye. Allison Hertzner, aye. Neil Reihardt, aye. All ayes. No nays. Motion carried. **Motion by** Daniel Heaver, **2nd** by Allison Hertzer to exit executive session at 7:48pm. **Roll call vote as follows**: Scott Anderson, aye. Katrina Bromann, aye. Amy Novario, aye. Daniel Heaver, aye. Allison Hertzer, aye. Neil Reinhardt, aye. All ayes. No nays. Motion carried. **Motion by** Daniel Heaver, **2nd** by Allison Hertzner to increase the Library Director's salary to $90,000.00 as of October 20, 2025. All ayes. No nays. Motion carried.
2. **HVAC Systems Control Update:** All board members received a copy of the proposal from Facility Systems Services, Inc, a 3rd party through John's Service and Sales in their print and electronic board packet. A brief discussion was held. Laura informed the board that Vissering Construction will be putting the job out to bid on Monday, October 20, 2025 with bids due by Monday, November 3, 2025.
3. **Review Updated Illinois Public Library Standards and discuss review plan:** The standards for Collection Management, Finance and Budget, and Governance and Administration were reviewed and discussed as required for the Per Capita Grant application. Laura reminded the board that in November the standards for Human Resources, Information Services, and Marketing and Promotion will be reviewed.
4. **Strategic Plan Review:** Laura informed the board that 198 community surveys were submitted for the strategic plan, 6 board, and 18 staff specific surveys were submitted. The library will be closed for a half day on Friday, November 7 from 1:00 p.m. to 5:00 p.m. for the staff strategic plan retreat. The board strategic plan retreat will be held on Saturday, November 8 form 9:30 a.m. to 1:00 p.m.

X. NEW BUSINESS:

1. **FY2025 Audit Presentation by Hopkins & Associates, CPAs:** Kim Bird, Hopkins & Associates, CPAs, distributed copies of the Reddick Public Library District Annual Financial Report for the Year Ended June 30, 2025 to all board members. She presented a brief overview of their findings, answered questions, and confirmed that Reddick Public Library District has been issued a clean independent auditor's report. Motion by Amy Novario, 2nd by Katrina Bromann, to accept the FY2025 Audit Report and place it on file.
   Roll Call Vote as follows: Scott Anderson, aye. Katrina Bromann, aye. Amy Novario, aye. Daniel Heaver, aye. Allison Hertzner, aye. Neil Reinhardt, aye. All ayes. No nays, Motion carried.
2. **Approve library closing dates**: A document containing the proposed dates was sent electronically and included in the print board packed. Laura noted that the dates are consistent with previous years, with the exception of one additional half day for staff development added. Discussion followed. **Motion by** Scott Anderson, **2nd** by Katrina Bromann to approve the proposed closing dates for 2026 for Reddick Public Library District as follows: New Year's Day, Thursday, January 1, 2026 (already approved); Half day Staff Inservice, Friday, March 27, 2026; Easter, Sunday, April 5, 2026; Mother's Day, Sunday, May 10, 2026; All Sundays (15 total) from May 24, 2026 through September 6, 2026; Memorial Day, Monday, May 25, 2026; Independence Day, Saturday, July 4, 2026; Labor Day, Monday, September 7, 2026; Full-day Staff Inservice Day, September 2026 (date TBA); Thanksgiving Eve, Wednesday, November 25, 2026; Thanksgiving Day, Thursday, November 26, 2026; Christmas Eve, Thursday, December 24, 2026, Christmas Day, Friday, December 25, 2026; New Year's Eve, Thursday, December 31, 2026; New Year's Day, Friday, January 1, 2027. All ayes. No nays. Motion carried.
3. **Old Copiers Placement**: Laura inquired about donating our old RPLD copiers to another library or non-profit organization in our community. Discussion followed. **Motion by** Scott Anderson, **2nd** by Amy Novario to donate the old RPLD copiers to another library or non-profit organization in our community. All ayes. No nays. Motion carried.

4. **Window Replacement:** 2 proposals for window replacements were sent electronically and included in the print board packet. Laura informed the board that 9 of the windows in the library were in need of replacement with several of them leaking when it rains. The proposals were reviewed and discussed. Laura stated that if Koolmaster is selected, the job does not need to be put out to bid. Motion by Allison Hertzer, 2nd by Daniel Heaver to approve the window replacement by Koolmaster at a cost of $22,576.00. All ayes. No nays. Motion carried.
5. **Event Software Implementation Proposal:** Proposals for 3 event software platforms were sent electronically and included in the print board packet, along with a recommendation from RPLD's technology coordinator. Discussion followed. It was the consensus of the board to table this agenda item until further information can be obtained.

XI. ADJOURNMENT: Motion by Daniel Heaver, **2nd by** Amy Novario to adjourn the meeting at 7:50 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 11, 2025 at 6:00 p.m.

Respectfully Submitted,

Amy Novario, Board of Trustees Secretary

Lisa Katrein, Recording Secretary

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