REDDICK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING MINUTES
MONDAY, FEBRUARY 10, 2020

I. CALL TO ORDER: The meeting was called to order at 6:10 p.m. by Board President, Neil Reinhardt.


ABSENT: Amy Novario and Jameson Campaigne, 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 (Review and approve updated Employee Handbook/Personnel Policy) 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, Monday, January 13, 2020 was reviewed. Motion by Melissa Hulse, 2nd by Mary Jo Farrell to accept the Secretary’s Report for the Reddick Public Library District Board of Trustees Regular Meeting on Monday, January 13, 2020 as written. All ayes. No nays. Motion carried.

IV. APPEARANCES: There were no appearances.

V. CORRESPONDENCE: The Board received the following correspondence:

1. District Levy Amounts Signoff document from the LaSalle County Clerk. All board members received a copy of this notification in their print and electronic board packets. This form was signed and delivered to the LaSalle County Clerk’s office on January 21, 2020.

2. Email from a library patron dated January 22, 2020 regarding homeless patrons utilizing the library. All board members received a copy of this email in their print and electronic board packets.

VI. FINANCIAL REPORT: The January 2020 Disbursements and January 31, 2020 Financial Reports were reviewed and discussed. Molly noted that the Library should be receiving the TIF distribution this month or early next month. Motion by Bill Strong Jr., 2nd by Phyllis Palmer to approve the January 2020 Disbursements, and to accept the January 31, 2020 Financial Reports and place the reports on file for audit. Roll call vote as follows: Phyllis Palmer, aye. Bill Strong Jr., aye. Mary Jo Farrell, aye. Melissa Hulse, 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) February 2019 events calendar.
   b) Updated staff photo roster.
   c) La Salle County Board of Review tax appeal hearing schedule for 81 parcels in the library district.
   d) Copy of “Libraries share most checked out books of 2019,” by Brent Bader (The Times).
   e) Copy of “PHOTOS: Grade school students make blankets for Pet Project at Ottawa’s Reddick Library,” by Scott Anderson (The Times).

2. Reddick Library will serve as a polling location for two (2) precincts for the March 17, 2020 election.

3. John’s Sales and Service was on-site three (3) times in January to resolve heat-related issues.

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. Review and approve updated Employee Handbook/Personnel Policy: All board members received a draft of the updated Employee Handbook/Personnel Policy in their print and electronic board packets. Molly provided an overview of the proposed revisions; the draft was then reviewed and discussed. Another revised draft will be provided for consideration at next month’s meeting.

X. NEW BUSINESS:
1. Adopt Vulnerable Adults Policy: A draft of the proposed Vulnerable Adults Policy was sent electronically to all board members and included in the print board packet. Discussion followed. Motion by Mary Jo Farrell, 2nd by Melissa Hulse to adopt the Vulnerable Adults Policy as written. All ayes. No nays. Motion carried.

2. Approve purchase of managed MFP (color copier/printer/scanner) for Tech Workroom: A copy of the quote from Impact was sent electronically to all board members and included in the print board packet. Molly noted that this equipment will serve as a replacement for the copier in the Tech Workroom that has reached end of life and is no longer functioning. Motion by Bill Strong Jr., 2nd by Phyllis Palmer to approve the purchase of a managed MFP from Impact Networking for a total cost of $2,550.00. Roll call vote as follows: Phyllis Palmer, aye. Bill Strong Jr., aye. Mary Jo Farrell, aye. Melissa Hulse, aye. Neil Reinhardt, aye. All ayes. No nays. Motion carried.

XI. Motion by Melissa Hulse, 2nd by Phyllis Palmer to adjourn the meeting at 7:40 p.m. All ayes. No nays. Motion carried.

XIII. The next regular meeting of the Reddick Public Library District Board of Trustees will be Monday, March 9, 2020 at 6:00 p.m. in the Reddick Library Community Room.

Respectfully Submitted,

Bill Strong Jr., Board of Trustees Secretary

Lisa Katein, Recording Secretary