REDDICK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING MINUTES
MONDAY, FEBRUARY 11, 2019

I. CALL TO ORDER: The meeting was called to order at 6:08 p.m. by Board Vice-President, Jean Batson-Turner.
PRESENTE: Jean Batson-Turner, Melissa Hulse, Phyllis Palmer, James Brusatte, Jameson Campagne (arrived at 6:15 p.m.) and Neil Reinhardt (arrived at 6:16 p.m.).
ABSENT: Bill Strong Jr., with notice.
STAFF PRESENT: Molly DeBernardi, Library Director; Lisa Katrein, Publicity & Outreach Coordinator.
VISITORS: There were no visitors.

II. CHANGES TO AGENDA: There were no changes to the agenda.

III. SECRETARY’S REPORT: The Secretary’s Report for the Reddick Public Library District Board of Trustees Regular Meeting of Monday, January 14, 2019 was reviewed. Motion by Melissa Hulse, 2nd by Phyllis Palmer to accept the Secretary’s Report for the Reddick Public Library District Board of Trustees Regular Meeting of Monday, January 14, 2019 as written. All ayes. No nays. Motion carried.

IV. APPEARANCES: There were no appearances.

V. CORRESPONDENCE: The Board received the following correspondence:
1. Verification of Reddick Library’s availability as a polling place for the April 2, 2019 Consolidated Election from the LaSalle County Clerk.
2. District Levy Amounts Signoff document from the LaSalle County Clerk. This form was signed and delivered to the LaSalle County Clerk’s office on February 4, 2019.
3. Thank you note from Laura Youngstrum (Adult Services Librarian) regarding participation in continuing education opportunity.
4. Email from Canal Street resident regarding library patrons congregating on/near property.

VI. FINANCIAL REPORT: The January 2019 Disbursements and January 31, 2019 Financial Reports were reviewed and discussed. Molly reported that the final distribution of 2017 Working Cash funds will be deposited into the Working Cash 2 CD at Ottawa Savings Bank on February 17, 2019. On February 14, 2019, the Special Reserve CD opened on February 14, 2018 will be closed out; all funds will immediately be deposited into the Special Reserve checking account at Ottawa Savings Bank. On February 28, 2019, when the Special Reserve CD opened on August 30, 2017 reaches its next 6-month mark, the funds from both CDs will be consolidated into one new Special Reserve CD at Ottawa Savings Bank, earning 2.84% APY. All board members received a copy of the updated escalator CD maturation schedule. Motion by James Brusatte, 2nd by Jean Batson-Turner to approve the January 2019 Disbursements, and to accept the January 31, 2019 Financial Reports and place the reports on file for audit. Roll call vote as follows: Jameson Campagne, aye. Phyllis Palmer, aye. James Brusatte, aye. Jean Batson-Turner, aye. Melissa Hulse, aye. Neil Reinhardt, aye. All ayes. No nays. Motion carried.

VII. LIBRARY DIRECTOR’S REPORT:
1. A written report was sent electronically to all board members that included the following attachments:
   a) February 2019 events calendar.
   b) La Salle County Board of Review tax decisions.
2. Molly contacted Garden’s Gate as requested to inquire about the product being used on sidewalks for ice control. Per Stephanie Stacy, Garden’s Gate uses mineral sodium chloride, also known as safety salt.
3. Stanley Access Technologies adjusted the power voltage at the holding beams on the exterior sliding doors.
4. Johnson Controls was on-site to resolve an issue with 2 offline controllers.
5. John’s Service & Sales was on-site 3 times in January: inspected boiler and air handler, restarted HVAC systems, identified issue with the fan box motors for VAV boxes 4 & 10.

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: There was no unfinished business.

X. NEW BUSINESS:

1. Approve Letter of Support to City of Ottawa to extend Ottawa Downtown TIF for 12 more years: A draft letter was sent electronically to all board members and included in the print board packet. Molly reminded board members that the library board provided a Letter of Support for the City of Ottawa North TIF District extension in February 2014 and the Ottawa East TIF in April 2015. Motion by Phyllis Palmer, 2nd by Jameson Campagne to approve a letter of support to the City of Ottawa to extend the Ottawa Downtown TIF for 12 more years. All ayes. No nays. Motion carried.

2. Approve update to Smoke-free Campus Policy: A draft of the updated Smoke-free Campus Policy was sent electronically to all board members and included in the print board packet. Discussion followed. The consensus of the board was to allow the use of tobacco products in one designated area on library property. This designated area will be located on the northwest corner of the property, near the intersection of Canal and Washington Streets. Motion by James Brusatte, 2nd by Jean Batson-Turner to approve the update to the Smoke-free Campus Policy as presented. All ayes. No nays. Motion carried.

3. Approve purchase and installation of high capacity receptacle/s for designated smoking area/s: Three options for high capacity receptacles were provided in the print board packet for consideration. Discussion followed. Motion by James Brusatte, 2nd by Melissa Hulse to approve the purchase and installation of one high capacity receptacle for the designated smoking/vaping area at a total cost not to exceed $500.00. Roll call vote as follows: Jameson Campagne, aye. Phyllis Palmer, aye. James Brusatte, aye. Jean Batson-Turner, 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 6:59 p.m. All ayes. No nays. Motion carried.

XII. The next regular meeting of the Reddick Public Library District Board of Trustees will be Monday, March 11, 2019 at 6:00 p.m. in the Reddick Library Community Room.

Respectfully Submitted,

Bill Strong Jr., Board of Trustees Secretary

Phyllis Palmer, Board of Trustees Secretary Pro Term

Lisa Katrein, Recording Secretary