I. CALL TO ORDER: The meeting was called to order at 6:00 p.m. by Board President, Neil Reinhardt.  
ABSENT: Melissa Hulse, with notice.  
STAFF PRESENT: Molly DeBernardi, Library Director; Lisa Katein, Publicity & Outreach Coordinator.  
VISITORS: Rick Koshko – WCMY AM 1430.

II. TRUSTEE OATH OF OFFICE: Bill Strong Jr. administered the Oath of Office to newly appointed trustee, Amy Novario.

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

IV. SECRETARY’S REPORT: The Secretary’s Reports for the Reddick Public Library District Board of Trustees Regular Meeting on Monday, May 13, 2019; Special Meeting on Monday, May 20, 2019; and Special Meeting on Wednesday, June 5, 2019 were reviewed. **Motion by Bill Strong Jr., 2nd by Phyllis Palmer to accept the Secretary’s Reports for the Reddick Public Library District Board of Trustees Regular Meeting on Monday, May 13, 2019; Special Meeting on Monday, May 20, 2019; and Special Meeting on Wednesday, June 5, 2019 as written. All ayes. No nays. Motion carried.**

V. APPEARANCES: There were no appearances.

VI. CORRESPONDENCE: The Board received the following correspondence:  
1. Final District Extension Summary Report for Tax Year 2018 from the LaSalle County Clerk.  

VII. FINANCIAL REPORT: The May 2019 Disbursements and May 31, 2019 Financial Reports were reviewed and discussed. Molly reported that the Special Reserve CD opened on December 5, 2017 reached maturity on June 5, 2019. The principal ($75,000) and interest ($1,893.22) was rolled into a new 24-month escator CD at Ottawa Savings Bank, earning 2.56% APY. All board members received a copy of the updated escator CD maturation schedule. **Motion by Mary Jo Farrell, 2nd by Phyllis Palmer to approve the May 2019 Disbursements, and to accept the May 31, 2019 Financial Reports and place the reports on file for audit. Roll call vote as follows:** Jameson Campagne, aye. Phyllis Palmer, aye. Bill Strong Jr., aye. Amy Novario, aye. Mary Jo Farrell, aye. Melissa Hulse, aye. Neil Reinhardt, aye. All ayes. No nays. Motion carried.

VIII. LIBRARY DIRECTOR’S REPORT:  
1. A written report was provided to all board members, which included the following attachments: June 2019 events calendar, updated trustee contact sheet, updated staff photo roster.  
2. Reddick Library has a new outreach partnership with Fresenius Kidney Care (Dialysis) Center.  
3. Brian Zabel & Associates will be on-site to conduct the annual audit on July 29-30, 2019. They will be asked to present their report at the October 8, 2018 meeting.  
4. Reddick Library won 15 x 30-second radio advertisements at the annual Health, Fitness & Lifestyle Fair to be aired on to WCMY/95.3.  
5. Reddick Library will have a float in the annual Riverfest Parade on Sunday, August 4, 2019.  
6. Reddick Library is sponsoring a women’s softball team in the Ottawa City Recreation League; the team plays on Monday nights.

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: There was no unfinished business.

XI. NEW BUSINESS:
1. Approve FY20 working budget: A copy of the FY20 working budget was sent electronically to all board members and included in the print board packet. Molly provided a detailed overview of the differences between the FY19 and FY20 revenue and expenditure lines. This budget provides at least the same levels of staff coverage, materials, services, and upkeep the Library’s assets. Discussion followed. Motion by Bill Strong Jr., 2nd by Melissa Hulse to approve the FY20 working budget. All ayes. No nays. Motion carried.

2. Approve transfer of interest from Working Cash to General Fund: Molly noted that the interest earned on monies in Working Cash accounts has not yet posted. Motion by Mary Jo Farrell, 2nd by Bill Strong Jr. to approve the transfer of interest earned on monies in Working Cash accounts as of June 30, 2019 to the General Fund. All ayes. No nays. Motion carried.

3. Approve purchase of tables for library meeting rooms: A copy of the quote from M&M Office Interiors, Inc. for 5 flip-top tables with casters was included in the print and electronic board packets. Molly noted that these tables would replace the ones currently being used in the Conference Room and that the shipping and handling cost is the same for 5 tables. Discussion followed. Motion by Phyllis Palmer, 2nd by Amy Novario to approve the purchase of 5 flip-top tables with casters from M&M Office Interiors, Inc. at a total cost of $4,853.05. Roll call vote as follows: Jameson Campagne, aye. Phyllis Palmer, aye. Bill Strong Jr., aye. Amy Novario, aye. Mary Jo Farrell, aye. Melissa Hulse, aye. Neil Reinhardt, aye. All ayes. No nays. Motion carried.

4. Approve proposal from Johnson Controls for HVAC software update: All board members received a copy of the complete proposal from Johnson Controls in their electronic board packet; an abridged version was provided in the print board packet. Discussion was held regarding the necessity of this software update. Motion by Mary Jo Farrell, 2nd by Melissa Hulse to approve the proposal from Johnson Controls for HVAC software update at a total cost of $2,976.00. Roll call vote as follows: Jameson Campagne, aye. Phyllis Palmer, aye. Bill Strong Jr., aye. Amy Novario, aye. Mary Jo Farrell, aye. Melissa Hulse, aye. Neil Reinhardt, aye. All ayes. No nays. Motion carried.

XII. Motion by Bill Strong Jr., 2nd by Melissa Hulse to adjourn the meeting at 6:55 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, July 8, 2019 at 6:00 p.m. in the Reddick Library Community Room.

Respectfully Submitted,

Bill Strong Jr., Board of Trustees Secretary

Lisa Katein, Recording Secretary