REDDICK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING MINUTES
MONDAY, MARCH 9, 2020

I. CALL TO ORDER: The meeting was called to order at 6:00 p.m. by Board Vice President, Mary Jo Farrell.
ABSENT: Neil Reinhardt and Melissa Hulse, 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 Monday, February 10, 2020 was reviewed. Motion by Phyllis Palmer, 2nd by Amy Novario to accept the Secretary’s Report for the Reddick Public Library District Board of Trustees Regular Meeting on Monday, February 10, 2020 as written. All ayes. No nays. Motion carried.

IV. APPEARANCES: There were no appearances.

V. CORRESPONDENCE: The Board received the following correspondence:
1. Notification letter and distribution of funds for the I-80 North TIF District and the US Route 6 East TIF District from the LaSalle County Treasurer. The check for $85,159.29 was received and deposited into the General Fund checking account at Ottawa Savings Bank on February 12, 2020. All board members received a copy of the letter and check in their print and electronic board packets
2. The Library Board’s electronic reply to an email 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 February 2020 Disbursements and February 29, 2020 Financial Reports were reviewed and discussed. The Working Cash 3 CD at Ottawa Savings Bank reached its first 6-month mark on March 5, 2020; the final distributions of 2018 Working Cash funds were deposited into the Working Cash 3 CD that day. On March 9, 2020, the Beatty Fund CD reached maturity; all funds ($168,927.63) were rolled into a new 24-month escrowed CD at Ottawa Savings Bank, earning @ 1.30% APY. General Fund 1 CD also reached maturity on March 9, 2020; this CD was closed out and all funds ($84,426.67) were immediately deposited into the General Fund checking account at Ottawa Savings Bank. All board members received a copy of the updated RPLD CD maturity spreadsheet in their electronic and print board packets. Motion by Bill Strong Jr., 2nd by Phyllis Palmer to approve the February 2020 Disbursements, and to accept the February 29, 2020 Financial Reports and place the reports on file for audit. Roll call vote as follows: Phyllis Palmer, aye. Amy Novario, aye. Bill Strong Jr., aye. Jameson Campagne, aye. Mary Jo Farrell, 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) March 2020 events calendar.
   b) Updated staff photo roster.
   c) Copy of “Kids who code: Libraries offer coding classes to youngsters,” by Brent Bader (The Times).
2. La Salle County Board of Review final decisions for parcels in the library district will be made available by the end of March.
4. A new traffic counter was installed at the Library’s main entrance on February 28, 2020.

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 updated draft was then reviewed and discussed at length. The consensus of the board was to add two additional tiers of vacation benefit—one at the 16-year work anniversary, and another at the 21-year work anniversary. **Motion by Jameson Campagne, 2nd by Amy Novario to approve the updated Employee Handbook/Personnel Policy as amended. All ayes. No nays. Motion carried.**

X. **NEW BUSINESS:**

1. **Approve revised Unattended Children Policy:** A draft of the revised Unattended Children Policy was sent electronically to all board members and included in the print board packet. The proposed revision raises the minimum age at which a child can be unattended in the library from 8 years to 10 years. **Motion by Amy Novario, 2nd by Bill Strong Jr. to approve the revised Unattended Children Policy as presented. All ayes. No nays. Motion carried.**

2. **Approve revised User Conduct Policy:** A draft of the revised User Conduct Policy was sent electronically to all board members and included in the print board packet. The revised draft includes language to reflect adoption of the Vulnerable Adults Policy at last month’s meeting and updates the age at which a child can be unattended in the library from 8 years to 10 years. **Motion by Amy Novario, 2nd by Phyllis Palmer to approve the revised User Conduct Policy as presented. All ayes. No nays. Motion carried.**

3. **Approve revised Study Room Policy:** A draft of the revised Study Room Policy was sent electronically to all board members and included in the print board packet. The proposed revision lowers the minimum age requirement for individuals or groups using study rooms without adult supervision from 7th grade to 10 years old. **Motion by Bill Strong Jr., 2nd by Amy Novario to approve the revised Study Room Policy as presented. All ayes. No nays. Motion carried.**

4. **Approve purchase of additional security cameras:** All board members received a copy of the quotes and specifications from Platinum CCTV in their print and electronic board packets. Molly provided an overview of the three proposals provided: Option 1 is for the purchase and installation of 5 additional security cameras at a total cost of $5770.25; Option 2 is for the purchase and installation of 4 additional security cameras at a total cost of $5,143.75; Option 3 is for the purchase and installation of 3 additional security cameras at a total cost of $4,316.30. Lengthy discussion followed. The board then tabled this topic until its April meeting so that additional information can be obtained.

XI. **Motion by Bill Strong Jr., 2nd by Phyllis Palmer to adjourn the meeting at 7:35 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, April 13, 2020 at 6:00 p.m. in the Reddick Library Community Room.**

Respectfully Submitted,

[Signature]

MELISSA NOVARIO, Board of Trustees Secretary

[Signature]

MOLLY DESAMIS, Recording Secretary