MEETING MODIFICATION DUE TO COVID-19
In accordance with P.A. 101-0460, which includes changes to the Illinois Open Meetings Act (OMA) that allow public bodies to conduct remote meetings under certain conditions, members of the Reddick Public Library District Board of Trustees had the option to be physically present in the Community Room for this meeting, or to attend remotely using the Zoom virtual meeting platform; all trustees were physically present in the Community Room for this meeting. Members of the public were permitted to attend this meeting in-person, but encouraged to consider attending remotely due to social distancing requirements. Members of the public were provided the link and information needed to attend the meeting remotely, as well as an email address to submit questions or statements prior to the meeting, on the posted meeting agenda.

I. CALL TO ORDER: The meeting was called to order at 6:05 p.m. by Board President, Neil Reinhardt.
   STAFF PRESENT: Molly DeBernardi, Library Director; Lisa Katrein, Publicity & Outreach Coordinator.
   VISITORS: Brian Zabel (Brian Zabel & Associates).

II. TRUSTEE OATH OF OFFICE: Board President Neil Reinhardt administered the Oath of Office to newly appointed trustee, Daniel Heaver.

III. CHANGES TO AGENDA: The Board moved New Business #1 (FY2020 Audit Presentation by Brian Zabel) before all other agenda items and moved all Unfinished Business to the end of the agenda.

IV. SECRETARY’S REPORT: The Secretary’s Reports for the Reddick Public Library District Board of Trustees Regular Meeting on Monday, September 14, 2020, and the Reddick Public Library Board of Trustees Special Meeting on Wednesday, September 30, 2020, were reviewed. Motion by Mary Jo Farrell, 2nd by Phyllis Palmer to accept the Secretary’s Reports for the Reddick Public Library District Board of Trustees Regular Meeting on Monday, September 14, 2020, and the Reddick Public Library Board of Trustees Special Meeting on Wednesday, September 30, 2020, as written. Roll call vote as follows: Daniel Heaver, aye. Phyllis Palmer, aye. Melissa Hulse, aye. Jameson Campagne, aye. Amy Novario, aye. Mary Jo Farrell, aye. Neil Reinhardt, aye. All ayes. No Nays. Motion carried.

V. APPEARANCES: There were no appearances.

VI. CORRESPONDENCE: The Board received the following correspondence:
   1. Notification of the fourth tax distribution of 2019 tax revenue from LaSalle County. All board members received a copy of this notification in their electronic and print board packets.
   2. Notification of application for property tax exemption by Nell’s Foundation from Hoschelt, McGuirk, McCracken & Cuscaden, P.C.

VII. FINANCIAL REPORT: The September 2020 Disbursements and September 30, 2020 Financial Reports were reviewed and discussed. Brief discussion was held about CD options at local financial institutions. Motion by Jameson Campagne, 2nd by Mary Jo Farrell to approve the September 2020 Disbursements, and to accept the September 30, 2020 Financial Reports and place the reports on file for audit. Roll call vote as follows: Daniel Heaver, aye. Phyllis Palmer, aye. Melissa Hulse, aye. Jameson Campagne, aye. Amy Novario, aye. Mary Jo Farrell, 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 that included the following attachments:
   a) October 2020 Virtual Events Calendar.
   b) Updated Library Trustee Contact Sheet.
   c) Updated FY2021 Board Committee Assignments.
   d) Updated Staff Photo Roster.
2. Molly reported that CES was on-site to repair the fire notification panel.
3. John’s Service & Sales will be on-site in October to provide fall HVAC maintenance.
4. Garden’s Gate will complete the fall landscaping cleanup late October-early November.

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:
1. 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 options: Option 1 was the purchase and installation of 5 additional security cameras at a total cost of $5770.25; Option 2 was the purchase and installation of 4 additional security cameras at a total cost of $5,143.75; Option 3 was the purchase and installation of 3 additional security cameras at a total cost of $4,316.30. **Motion by Mary Jo Farrell, 2nd by Melissa Hulse to approve the purchase and installation of 5 additional security cameras from Platinum CCTV at a total cost of $5,770.25. Roll call vote as follows:** Daniel Heaver, aye. Phyllis Palmer, aye. Melissa Hulse, aye. Jameson Campagne, aye. Amy Novario, aye. Mary Jo Farrell, aye. Neil Reinhardt, aye. All ayes. No Nays. Motion carried.

2. **Building reopening plan:** All board members received copies of the following documents in their print packets: Reddick Public Library District Proposed Reopening Plan, prepared by Neil Reinhardt; November 2020 Scenario 1: Curbside & Lobby Pickup (Grab & Go); November 2020 Scenario 2: Curbside & Lobby Pickup (Grab & Go) + Building Access (Self-Service); November 2020 Scenario 3: Lobby Pickup (Grab & Go) + Building Access (Self-Service) Neil presented a detailed overview of the Reddick Public Library District Proposed Reopening Plan. Molly summarized three possible scenarios for service delivery and staffing in the month of November, and noted that two of the scenarios were prepared following the September 30, 2020 Special Meeting to address the priorities discussed at that time. Lengthy discussion followed. **Motion by Phyllis Palmer, 2nd by Mary Jo Farrell to reopen the building 6 days/week for 46-50 hours/week with curbside services to remain in place and Grab & Go lobby pickup service to be added. Roll call vote as follows:** Daniel Heaver, nay. Phyllis Palmer, aye. Melissa Hulse, nay. Jameson Campagne, aye. Amy Novario, nay. Mary Jo Farrell, aye. Neil Reinhardt, aye. Four ayes. Three Nays. Motion carried.

XI. **NEW BUSINESS:**


2. **Approve payment in full of loan principal and interest to Ottawa Savings Bank:** All board members received a copy of the loan payoff letter from Ottawa Savings Bank in their electronic and print board packets. The total payoff amount on October 15, 2020 is $386,189.93. **Motion by Melissa Hulse, 2nd by Phyllis Palmer to approve payment of $386,189.93 to Ottawa Savings Bank for payment in full of the construction loan principal and interest. Roll call vote as follows:** Daniel Heaver, aye. Phyllis Palmer, aye. Melissa Hulse, aye. Jameson Campagne, aye. Amy Novario, aye. Mary Jo Farrell, aye. Neil Reinhardt, aye. All ayes. No Nays. Motion carried.

3. **Approve 2021 library closing dates:** All board members received a document listing the proposed library closed dates for 2021 in their electronic and print board packets. The dates are consistent with previous years. **Motion by Amy Novario, 2nd by Melissa Hulse to approve the proposed closing dates for Reddick Public Library District as follows: New Year's Day, Friday, January 1, 2021 (already approved); Easter, Sunday, April 4, 2021; Mothers' Day, Sunday, May 9, 2021; All Sundays (15 total, includes July 4) from May 30, 2021 through September 5, 2021; Memorial Day, Monday, May 31, 2021; Full-Day Staff Inservice, September 2021 (date TBA); Labor Day, Monday, September 6, 2021; Thanksgiving Eve, Wednesday, November 24, 2021 (close at 5:00pm); Thanksgiving Day, Thursday, November 25, 2021; Christmas Eve, Friday, December 24, 2021; Christmas Day, Saturday, December 25, 2021; New Year's Eve, Friday, December 31, 2021; New Year's Day, Saturday, January 1, 2022. Roll call vote as follows:** Daniel Heaver, aye. Phyllis Palmer, aye. Melissa Hulse, aye. Jameson Campagne, aye. Amy Novario, aye. Mary Jo Farrell, aye. Neil Reinhardt, aye. All ayes. No Nays. Motion carried.

XII. **Motion by Melissa Hulse, 2nd by Amy Novario to adjourn the meeting at 8:04 p.m. Roll call vote as follows:** Daniel Heaver, aye. Phyllis Palmer, aye. Melissa Hulse, aye. Jameson Campagne, aye. Amy Novario, aye. Mary Jo Farrell, aye. Neil Reinhardt, aye. All ayes. No Nays. Motion carried.

XIII. **The next regular meeting of the Reddick Public Library District Board of Trustees will be held on Monday, November 9, 2020, at 6:00 p.m.**

Respectfully Submitted,

Phyllis Palmer, Board of Trustees Secretary pro tem

Lisa Katrein, Recording Secretary

Reddick Public Library District Board of Trustees Regular Meeting Minutes, Monday, October 12, 2020