REDDICK PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES REGULAR MEETING MINUTES  
MONDAY, OCTOBER 8, 2018

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

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, September 10, 2018 was reviewed. Motion by Jean Batson-Turner, 2nd by James Brusatte to accept the Secretary’s Report for the Reddick Public Library District Board of Trustees Regular Meeting of Monday, September 10, 2018 as written. All ayes. No nays. Motion carried.

IV. APPEARANCES: There were no appearances.

V. CORRESPONDENCE: The Board received the following correspondence:
1. Notification of the third tax distribution from the LaSalle County Treasurer. All board members received a copy of this notification in their print and electronic board packets.
2. Birthday card from LaSalle County Juvenile Detention Center staff and residents in honor of Reddick Library’s 130th birthday on September 19, 2018.

VI. FINANCIAL REPORT: The September 2018 Disbursements and the September 30, 2018 Financial reports were reviewed and discussed. Molly reported that $200,000.00 of General Funds were deposited into an 18-month escrow CD at Ottawa Savings Bank, earning 2.44% APY. All board members received an updated copy of the escrow CD maturation schedule. She also reported that the 2018 construction loan payment of principal and interest will be hand-delivered to Mark Stoudt at Ottawa Savings Bank on October 9, 2018. Motion by Jameson Campagne, 2nd by James Brusatte to approve the September 2018 Disbursements and to accept the September 30, 2018 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. Neil Reinhardt, aye. All ayes. No nays. Motion carried.

VII. LIBRARIAN’S REPORT: 
1. A written report was provided to all board members, which included the following attachments:
a) October 2018 events calendar.
b) PrairieCat Users Group Day event agenda/program.
c) Copy of article, “Reddick Library Card Offers Business Discounts,” by Charles Stanley (The Times).
d) Copy of article, “Our View: Thumbs up to Patronage Perks,” (The Times).
2. Reddick Library’s scarecrow was awarded a first place in the 2018 Ottawa Scarecrow Festival.
3. The landscaping work has been completed. Patron feedback has been very positive.
4. Vissering Construction Company will be on-site next week to construct the concrete pad for the bicycle rack near the library’s main entrance.

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 2019 library closing dates:** A document listing the proposed library closure dates for 2019 was sent electronically to all board members and included in the print board packet. Molly confirmed that the list contained no new closures. **Motion by James Brusatte, 2nd by Phyllis Palmer** to approve the proposed closing dates for 2019 for Reddick Public Library District as follows: New Year’s Day, Tuesday, January 1, 2019 (already approved); Easter Sunday, Sunday, April 21, 2019; Mother’s Day, Sunday, May 12, 2019; All Sundays from May 26, 2019 through September 1, 2019; Memorial Day, Monday, May 27, 2019; Independence Day, Thursday, July 4, 2019; Labor Day, Monday, September 2, 2019; Full-Day Staff Inservice, Friday, September 20, 2019; Thanksgiving Eve, Wednesday, November 27, 2019 (close at 5:00 p.m.); Thanksgiving Day, Thursday, November 28, 2019; Christmas Eve, Tuesday, December 24, 2019; Christmas Day, Wednesday, December 25, 2019; New Year’s Eve, Tuesday, December 31, 2019; New Year’s Day, Wednesday, January 1, 2020. All ayes. No nays. **Motion carried.**

2. **Review “Reference Services” and “Readers Advisory” standards (Serving Our Public 3.0) as part of the FY19 IL Public Library Per Capita Grant Application:** All board members received a copy of the selected texts electronically and in print. The FY19 Per Capita Grant application requires review of these standards. The standards were reviewed and discussed.

3. **Library Director annual evaluation:** **Motion by Phyllis Palmer, 2nd by Jean Batson-Turner** to enter Executive Session at 6:25 p.m. per Section 2(c)(1) of the Open Meetings Act for the purpose of discussing the “performance and compensation of a specific employee.” **Roll call vote as follows:** Jameson Campagne, aye. Phyllis Palmer, aye. James Brusatte, aye. Jean Batson-Turner, aye. Neil Reinhardt, aye. All ayes. No nays. Motion carried. Molly, Lisa, and Rick Koshko left the meeting. **Motion by Jean Batson-Turner, 2nd by Phyllis Palmer** to exit Executive Session at 7:03 p.m. **Roll call vote as follows:** Jameson Campagne, aye. Phyllis Palmer, aye. James Brusatte, aye. Jean Batson-Turner, aye. Neil Reinhardt, aye. All ayes. No nays. Motion carried. Neil Reinhardt reviewed the Library Director’s evaluation and requested that additional goals and areas requiring further training be identified and provided to all board members at next month’s meeting. Discussion followed. **Motion by Phyllis Palmer, 2nd by Jean Batson-Turner** to raise the Library Director’s salary to $66,000.00 annually retroactive to September 1, 2018. **Roll call vote as follows:** Jameson Campagne, aye. Phyllis Palmer, aye. James Brusatte, aye. Jean Batson-Turner, aye. Neil Reinhardt, aye. All ayes. No nays. Motion carried.


XII. **Motion by James Brusatte, 2nd by Jean Batson-Turner** to adjourn the meeting at 7:20 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, November 12, 2018 at 6:00 p.m. in the Reddick Library Community Room.

Respectfully Submitted,

Phyllis Palmer, Board of Trustees Secretary Pro Term

Bill Strong Jr., Board of Trustees Secretary

Lisa Katrein, Recording Secretary

Reddick Public Library District Board of Trustees Regular Meeting Minutes, Monday, October 10, 2018