REDDICK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING MINUTES
MONDAY, SEPTEMBER 10, 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 Phyllis Palmer, with notice.
STAFF PRESENT: Molly DeBernardi, Library Director; Lisa Katrein, Publicity & Outreach Coordinator.
VISITORS: Brian Zabel – Brian Zabel & Associates (left meeting at 6:32 p.m.).

II. CHANGES TO AGENDA: The Board moved New Business #1 (FY18 audit presentation by Brian Zabel & Associates) to the beginning of the agenda.

III. SECRETARY’S REPORT: The Secretary’s Reports for the Reddick Public Library District Board of Trustees Budget Hearing of Monday, August 13, 2018, Regular Meeting of Monday, August 13, 2018, and Special Meeting of August 24, 2018 were reviewed. Motion by Jean Batson-Turner, 2nd by Bill Strong Jr. to accept the Secretary’s Reports for the Reddick Public Library District Board of Trustees Budget Hearing of Monday, August 13, 2018, Regular Meeting of Monday, August 13, 2018, and Special Meeting of August 24, 2018 as written. All ayes. No nays. Motion carried.

IV. APPEARANCES: There were no appearances.

V. CORRESPONDENCE: There was no correspondence.

VI. FINANCIAL REPORT: The August 2018 Disbursements and August 31, 2018 Financial Reports were reviewed. Molly reported that a safe deposit box was opened at Ottawa Savings Bank to store off-site server backups, which will allow for efficient data recovery in the event of a disaster. She also reported that $127,006.14 of Working Cash funds were deposited into an 18-month escrow CD at Ottawa Savings Bank, earning 2.03% APY. The Beatty Fund ($165,877.89) and General Fund ($82,902.48) CDs were rolled into two new 18-month escrow CDs at Ottawa Savings Bank, each earning 2.44% APY. All board members received an updated copy of the escrow CD maturation schedule. Brief discussion was held regarding the 2018 construction loan payment. Motion by James Brusatte, 2nd by Bill Strong Jr. to approve the August 2018 Disbursements and to accept the August 31, 2018 Financial Reports and place the reports on file for audit. Roll call vote as follows: Jameson Campagne, aye. Bill Strong Jr., 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—September 2018 events calendar, “Show Us Your Library Card” promotional flyer, and updated staff photo roster.
2. Library landscaping work was scheduled to begin on September 6, but ultimately delayed due to rain. The landscaping work will begin on September 11.
3. The library’s IT consultant was on-site twice during the month of August to work on installing the new server; additional work was performed remotely.
4. The library will be closed on Friday, September 28, 2018 for the annual staff inservice training. Library staff will attend PrairieCat Users Group (PUG) Day at the TaxSlayer Center in Moline, IL.
5. Rainbow International will clean the carpet, tile, and grout in high-traffic areas on September 28 while the library is closed for the staff inservice.

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. FY18 audit presentation by Brian Zabel & Associates: Brian Zabel distributed copies of the Reddick Public Library District Annual Finance Report for the Year Ended June 30, 2018. He presented a detailed overview of his findings, answered questions, and confirmed that Reddick Public Library District has been issued a clean independent auditor’s report. Lengthy discussion followed. Motion by Jameson Campagne, 2nd by James Brusatte to accept the FY18 audit report and place it on file. All ayes. No nays. Motion carried.


3. Approve quote for concrete pad for bicycle rack: A copy of a quote from Vissering Construction Company for concrete work was sent electronically to all board members. The cost of the proposal is $2,100.00, which includes all labor, material, and equipment required to construct a 12’ x 5’ concrete pad for the bicycle rack on the north niche of the library’s main entrance. Motion by Jameson Campagne, 2nd by James Brusatte to approve the quote from Vissering Construction Company for a concrete pad for the library bicycle rack at a total cost of $2,100.00. Roll call vote as follows: Jameson Campagne, aye. Bill Strong Jr., aye. James Brusatte, aye. Jean Batson-Turner, aye. Neil Reinhardt, aye. All ayes. No nays. Motion carried.

4. Approve Notary Service Policy: All board members received a draft of the Notary Service Policy for review. Molly explained that library supervisors will receive training, and then apply to become Illinois notaries. Once all supervisors have been appointed and commissioned as notaries, this new service will be rolled out to the public. Motion by Bill Strong Jr., 2nd by Jean Batson-Turner to approve the Notary Service Policy as presented. All ayes. No nays. Motion carried.

5. Approve Molly DeBernardi to replace Kathy Clair as a signer on the safe deposit box at First National Bank of Ottawa: Approved board meeting minutes are required to update the authorized signer information for the Library’s safe deposit box at First National Bank of Ottawa. Motion by James Brusatte, 2nd by Bill Strong Jr. to approve Molly DeBernardi to replace Kathy Clair as a signer on the safe deposit box at First National Bank of Ottawa. All ayes. No nays. Motion carried

XI. Motion by James Brusatte, 2nd by Jean Batson-Turner to adjourn the meeting at 7:20 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, October 8, 2018 at 6:00 p.m. in the Reddick Library Community Room.

Respectfully Submitted,

Phyllis Palmer, Board of Trustees Secretary Pro Term

Lisa Katrein, Recording Secretary