REDDICK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING MINUTES
MONDAY, SEPTEMBER 9, 2019

I. CALL TO ORDER: The meeting was called to order at 6:01 p.m. by Board Vice-President, Mary Jo Farrell.
PRESENT: Mary Jo Farrell, Phyllis Palmer, Amy Novario, Melissa Hulse and Jameson Campagne.
ABSENT: Neil Reinhardt and Bill Strong Jr., with notice.
STAFF PRESENT: Molly DeBernardi, Library Director; Lisa Katrein, Publicity & Outreach Coordinator.
VISITORS: Brian Zabel, CPA – Brian Zabel & Associates (left meeting at 6:20 p.m.).

II. CHANGES TO AGENDA: The Board moved New Business #1 (FY19 audit presentation by Brian Zabel & Associates) to the beginning of the agenda. The Board also tabled Unfinished Business #1 (Approve proposal from HR Source for Employee Handbook review and update).

III. SECRETARY’S REPORT: The Secretary’s Reports for the Reddick Public Library District Board of Trustees Budget Hearing on Monday, August 12, 2019 and the Reddick Public Library District Board of Trustees Regular Meeting on Monday, August 12, 2019 were reviewed. Motion by Melissa Hulse, 2nd by Amy Novario to accept the Secretary’s Reports for the Reddick Public Library District Board of Trustees Budget Hearing on Monday, August 12, 2019 and the Reddick Public Library District Board of Trustees Regular Meeting on Monday, August 12, 2019 as written. All ayes. No nays. Motion carried.

IV. APPEARANCES: There were no appearances.

V. CORRESPONDENCE: The Board received correspondence from Rick Koshko (WCMY AM 1430) regarding his views on the August 12, 2019 Budget Hearing. All board members received a copy of this letter in the print board packet.

VI. FINANCIAL REPORT: The August 2019 Disbursements and August 31, 2019 Financial Reports were reviewed and discussed. Molly reported that $13,194.58 was deposited into the Working Cash 2 CD at Ottawa Savings Bank on August 19, 2019; this deposit amount reflects the Working Cash portion of the February 2019 TIF distribution. On September 5, 2019, $129,866.93 (Tax Year 2018 Working Cash Funds received to date) was deposited into a new escrow CD at Ottawa Savings Bank, earning 1.80% APY. Motion by Phyllis Palmer, 2nd by Amy Novario to approve the August 2019 Disbursements, and to accept the August 31, 2019 Financial Reports and place the reports on file for audit. Roll call vote as follows: Melissa Hulse, aye. Amy Novario, aye. Phyllis Palmer, 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) September 2019 events calendar,
   b) “Show Us Your Library Card” promotional flyer,
   c) September 2019 adult events brochure,
   d) Final IPLAR Summary with 5-year data comparisons.
2. The Ottawa Visitors Center is now holding their monthly board meetings in the Conference Room.
3. Reddick Library will be hosting a blood drive in partnership with Mississippi Valley Regional Blood Center on September 18, 2019.
4. The library will be closed on Friday, September 20, 2019 for the annual staff inservice training. Library staff will attend PrairieCat Users Group (PUG) Day at the NIU Rockford Conference Center in Rockford, IL.

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. Approve proposal from HR Source for Employee Handbook review and update: Tabled.

X. **NEW BUSINESS:**

1. **FY19 audit presentation by Brian Zabel & Associates:** Brian Zable distributed copies of the Reddick Public Library District Annual Finance Report for the Year Ended June 30, 2019. He presented a detailed overview of his findings, answered questions, and confirmed that Reddick Public Library District has issued a clean independent auditor’s report. Discussion followed. **Motion by Amy Novario, 2nd by Melissa Hulse** to accept the FY19 audit report and place it on file. All ayes. No nays. Motion carried.

2. **Adopt Ordinance 19-05—Levy:** A copy of Ordinance 19-05, Levy, was sent electronically to all board members and included in the print board packet. **Motion by Phyllis Palmer, 2nd by Amy Novario** to adopt Ordinance 19-05, Levy, and file it with the LaSalle County Clerk. **Roll call vote as follows:** Melissa Hulse, aye. Amy Novario, aye. Phyllis Palmer, aye. Jameson Campagne, aye. Mary Jo Farrell, aye. All ayes. No nays. Motion carried.

3. **Approve deep cleaning of library carpet, tile, and upholstery:** All board members received a copy of the quote from Stanley Steemer in their print and electronic board packets. Molly noted that she had also met with and requested a quote from Oxi Fresh Carpet Cleaning. However, due to previously scheduled commitments and the requirement that all work be completed in one day, Oxi Fresh opted out of providing a quote for this work. **Motion by Melissa Hulse, 2nd by Amy Novario** to approve the quote from Stanley Steemer for deep cleaning of library carpet, tile, and upholstery at a total cost of $3,759.65. **Roll call vote as follows:** Melissa Hulse, aye. Amy Novario, aye. Phyllis Palmer, aye. Jameson Campagne, aye. Mary Jo Farrell, aye. All ayes. No nays. Motion carried.

XI. **Motion by Melissa Hulse, 2nd by Phyllis Palmer** to adjourn the meeting at 6:58 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 14, 2019 at 6:00 p.m. in the Reddick Library Community Room.**

Respectfully Submitted,

Bill Strong Jr., Board of Trustees Secretary

Lisa Katrein, Recording Secretary