



MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF PEKIN PUBLIC LIBRARY HELD TUESDAY, SEPT. 24, 2024 AT 5:00 P.M. AT 301 S. FOURTH ST., PEKIN, IL.

TRUSTEES PRESENT: Carrie Allen, President; Leslie Leitner, Secretary; Gary Gillis, Treasurer; Maureen Naughtin; Mary Ann Ladendorf; Mary Jane Sours, Tim Williams; and Christy Gardner

TRUSTEES ABSENT: Randy Turner, Vice President

OTHERS PRESENT: Emily Lambe, Public Information Manager

President Allen called the meeting to order at 5:03 p.m.

MINUTES

The MINUTES of the July 23, 2024, Regular Board Meeting, and the August 20, 2024, Building and Grounds Meeting, were approved as presented. Copies of the minutes and financial reports were sent to the Trustees prior to the meeting. Trustee Gillis MOVED to APPROVE the minutes. Trustee Williams SECONDED the MOTION. On voice vote, all present voted aye. There were no nays. MOTION was PASSED.

AUDIENCE TO VISITORS

None.

CORRESPONDENCE AND COMMUNICATIONS

Trustee Connection
Upcoming Programs

Emily Lambe updated the Board on programs for October.

FINANCIAL REPORT AND EXPENDITURE APPROVAL

Following discussion, Trustee Williams MOVED to APPROVE expenditures for July in the amount of \$147,388.31 and August in the amount of \$163,428.63. Trustee Gillis SECONDED the MOTION. On roll call vote, Trustees Sours, Williams, Leitner, Naughtin, Allen, Gardner, Gillis and Ladendorf voted aye. There were no nays. MOTION was PASSED.

COMMITTEE REPORTS

The Building and Grounds Committee met to discuss the fence for the Storybook Garden. Director Brooks is working on bids and would like the project done by winter if possible.

DIRECTOR'S REPORT

Director Brooks gave an update on unhoused patrons visiting the library.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Review the FY2026 Budget Draft

The draft of the FY2026 budget is in the board packet. The Finance Committee will meet in October to review and make a recommendation for the October Board meeting.

Amend Credit Card Policy

Trustee Naughtin MOVED to APPROVE to Amend the Credit Card Policy. Trustee Williams SECONDED the MOTION. Director Brooks requested Assistant Director Volckmann receive a credit card with a limit of \$1,000. Director Brooks requested his credit card limit be increased to \$3,250.00. This

increase is in response to many monthly renewals that use a credit card. On roll call vote, Trustees Sours, Williams, Leitner, Naughtin, Allen, Gardner, Gillis and Ladendorf voted aye. There were no nays. MOTION was PASSED.

Authorize XMS XCell
Mechanical Services to
Upgrade HVAC
Control Software

Trustee Gillis MOVED to APPROVE to Authorize XMS XCell Mechanical Services to Upgrade the HVAC Control Software and Train Staff for \$4,485 from Capital Development Funds. Trustee Naughtin SECONDED the MOTION. Director Brooks explained the old software is buggy and does not allow any access into the system, which makes it hard to control or diagnose issues. On roll call vote, Trustees Sours, Williams, Leitner, Naughtin, Allen, Gardner, Gillis and Ladendorf voted aye. There were no nays. MOTION was PASSED.

OTHER BUSINESS

Trustee Gillis expressed his appreciation to the library for selling the Bicentennial Books.

ADJOURNMENT

Trustee Gillis MOVED to adjourn at 5:47 p.m. Trustee Williams SECONDED the MOTION. On voice vote, all present voted aye. There were no nays. MOTION was PASSED.

Secretary

President