



MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF PEKIN PUBLIC LIBRARY HELD TUESDAY, OCTOBER 25, 2022, AT 5:00 P.M. AT 301 S. FOURTH ST., PEKIN, IL.

TRUSTEES PRESENT: Carrie Allen, President; Leslie Leitner, Secretary; Maureen Naughtin; Mary Jane Sours; Mary Ann Ladendorf; Sue Crowell; Tim Williams

TRUSTEES ABSENT: Randy Turner, Vice President; Gary Gillis, Treasurer

OTHERS PRESENT: Jeff Brooks, Director; Emily Lambe, Public Information Manager; Victoria Volckmann, Head of Material Services

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

**MINUTES**

The MINUTES of the September 27, 2022, Regular Board Meeting were approved as presented. Copies of the minutes and financial reports were sent to the Trustees prior to the meeting. Trustee Leitner MOVED to APPROVE the minutes. Trustee Naughtin SECONDED the MOTION. On a voice vote, all present voted aye. There were no nays. MOTION was PASSED.

**AUDIENCE TO VISITORS**

Victoria Volckmann, Head of Material Services

**CORRESPONDENCE AND COMMUNICATIONS**

Trustee Connection  
Upcoming Programs

Emily Lambe updated the Board on upcoming programs for November and noted the upcoming Life Size Candyland activity this week.

**FINANCIAL REPORT AND EXPENDITURE APPROVAL**

Trustee Sours MOVED to APPROVE the expenditures for September for \$120,336.55. Trustee Crowell SECONDED the MOTION. On roll call vote, Trustees Sours, Williams, Leitner, Naughtin, Allen, Crowell, and Ladendorf voted aye. There were no nays. MOTION was PASSED.

**COMMITTEE REPORTS**

None.

**DIRECTOR'S REPORT**

Director Brooks included the budget draft in the board packet. There is no levy increase due to the increase in Personal Property Replacement Taxes that the library has received, which was about a 10 % increase. The budget will be approved in April. Director Brooks invited Victoria Volckmann to give a report on library fines. The board discussed the pros and cons of dropping overdue fines. Director Brooks suggested the Library Services committee can discuss the matter further, and if they choose to pursue, Director Brooks will add it to the next agenda.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

Approve Levy

Trustee Williams MOVED to APPROVE to approve the Levy for 1,619,911.00, which is a 0% increase. Trustee Leitner SECONDED the MOTION. On roll call vote, Trustees Sours, Williams, Leitner, Naughtin, Allen, Crowell, and Ladendorf voted aye. There were no nays. MOTION was PASSED.

Approve Changes to the Freedom of Information Act

Trustee Crowell MOVED to APPROVE the Changes to the Freedom of Information Act. Trustee Naughtin SECONDED the MOTION. Director Brooks updated the policy to reflect the changes of board members. On voice vote, all present voted aye. There were no nays. MOTION was PASSED.

Approve Changes to the Employee Handbook Section 6, 8.1, & 8.5

Trustee Naughtin MOVED to APPROVE the Changes to the Employee Handbook Section 6, 8.1, & 8.5. Trustee Williams SECONDED the MOTION. Using the City of Pekin's policies as a guide/format, Director Brooks updated the policies to reflect the legalization of cannabis, and the drug and alcohol policies. Board members discussed the wording of the policies and recommended consulting the library's attorney for clarification and to confirm that all policies are legal. The motion was tabled.

Award Contract for Ameren Energy Grant LED Lighting Project

Trustee Williams MOVED to APPROVE to Approve the Award Contract for Ameren Energy Grant LED Lighting Project. Trustee Sours SECONDED the MOTION. Director Brooks received three quotes back for the project, with the lowest bid to Holt Industries. By changing all the bulbs to LED, this will be a \$3200 savings to the library. On roll call vote, Trustees Sours, Williams, Leitner, Naughtin, Allen, Crowell, and Ladendorf voted aye. There were no nays. MOTION was PASSED.

**OTHER BUSINESS**

None.

**ADJOURNMENT**

Trustee Crowell MOVED to adjourn at 6:13 p.m. Trustee Williams SECONDED the MOTION. On voice vote, all present voted aye. There were no nays. MOTION was PASSED.

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Secretary

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President