



MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF PEKIN PUBLIC LIBRARY HELD TUESDAY, FEBRUARY 28, 2023, 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; Sue Crowell, Tim Williams

TRUSTEES ABSENT: Randy Turner, Vice President; Mary Jane Sours

OTHERS PRESENT: Jeff Brooks, Director; Emily Lambe, Public Information Manager

President Allen called the meeting to order at 5:05 p.m.

**MINUTES**

The MINUTES of the January 24, 2022, Regular Board Meeting, and February 14, 2023, Library Services Committee, 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 a 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 upcoming programs for March, noting the Dr. Seuss program series this week.

**FINANCIAL REPORT AND EXPENDITURE APPROVAL**

Trustee Williams MOVED to APPROVE the expenditures for January for \$95,954.48. Trustee Gillis SECONDED the MOTION. On roll call vote, Trustees Williams, Leitner, Naughtin, Allen, Crowell, Gillis, and Ladendorf voted aye. There were no nays. MOTION was PASSED.

**COMMITTEE REPORTS**

Trustee Williams gave an update on the Building and Grounds Committee; Youth Services furniture has been delivered to be re-upholstered; the frosted window in the Friends Book Sale area is completed; there is new artwork displayed in the lobby, and the artist has donated one piece to the library; working on hanging a new donated art piece with Adams; new signage is progressing; and some work is still to be done to install the new security gates. The Finance Committee is observing rising interest rates and moving money to the Illinois Funds to take advantage of that.

**DIRECTOR'S REPORT**

Director Brooks shared some recorded webinars for Trustee Training opportunities. Director Brooks also shared an update on our maintenance supervisor and plans for maintaining the building during this time.

**UNFINISHED BUSINESS**

Approve Changes to the Employee Handbook Sections 8.5

Trustee Williams MOVED to APPROVE the Changes to the Employee Handbook Sections 8.5. Trustee Naughtin SECONDED the MOTION. In a follow-up to the last board meeting regarding having a zero alcohol tolerance policy, Director Brooks discussed the pros and cons of a zero tolerance alcohol policy with the library attorney. The attorney was comfortable leaving the alcohol policy at 0.04, per the City of Pekin's policy. On voice vote, all present voted aye. There were no nays. MOTION was PASSED.

**NEW BUSINESS**

Approve Privacy Policy

Trustee Crowell MOVED to APPROVE the Privacy Policy. Trustee Ladendorf SECONDED the MOTION. Director Brooks noted the Library Services Committee met earlier this month and discussed the

need for this kind of policy, which describes to the public what kind of information about them we save and who does and who does not have access to it. On voice vote, all present voted aye. There were no nays. MOTION was PASSED.

Approve Credit Card Holders and Limits Resolution

Trustee Gillis MOVED to APPROVE the Credit Card Holders and Limits Resolution. Trustee Williams SECONDED the MOTION. Director Brooks would like to add an additional employee cardholder for processing passport applications and postage. On voice vote, all present voted aye. There were no nays. MOTION was PASSED.

Approve Late Opening on April 27, 2023 at 2:00 p.m.

Trustee Naughtin MOVED to APPROVE the Late Opening on April 27, 2023, at 2:00 p.m. Trustee Gillis SECONDED the MOTION. Director Brooks requested the library to open at 2:00 p.m. to allow for staff training in the morning. Staff Training takes place in April and August. On voice vote, all present voted aye. There were no nays. MOTION was PASSED.

**OTHER BUSINESS**

Trustee Gillis shared an experience of outstanding service at the library. The Board also discussed the Pekin Bicentennial Committee and the library's role in the planning process. Trustee Leitner gave an update on her role as Membership Chair for the Friends and the newsletter changes

**ADJOURNMENT**

Trustee Gillis MOVED to adjourn at 6:00 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