



MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF PEKIN PUBLIC LIBRARY HELD TUESDAY, JANUARY 25, 2023, AT 5:00 P.M. AT 301 S. FOURTH ST., PEKIN, IL.

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

TRUSTEES ABSENT: Carrie Allen, President; Gary Gillis, Treasurer;

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

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

MINUTES

The MINUTES of the November 22, 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 Sours 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 February.

FINANCIAL REPORT AND EXPENDITURE APPROVAL

Trustee Crowell MOVED to APPROVE the expenditures for November for \$350,211.20 and December for \$84,409.20. Trustee Williams SECONDED the MOTION. On roll call vote, Trustees Sours, Turner, Williams, Leitner, Naughtin, Crowell, and Ladendorf voted aye. There were no nays. MOTION was PASSED.

COMMITTEE REPORTS

The Library Services Committee will meet at 1:00 p.m. on February 14.

DIRECTOR'S REPORT

Director Brooks gave an overview of the upcoming agenda items for discussion.

UNFINISHED BUSINESS

Approve Changes to the Employee Handbook Sections 6, 8.1, and 8.5

Trustee Leitner MOVED to APPROVE the Changes to the Employee Handbook Sections 6, 8.1, and 8.5. Trustee Williams SECONDED the MOTION. Director Brooks discussed the new language that reflects what the City of Pekin also uses. Clarification was discussed regarding section 8.5, and why an employee is deemed to be under the influence of alcohol at 0.04 percent, rather than have a no-tolerance policy. Director Brooks offered to get clarification on that policy and will bring it back to the Board in February. Trustee Crowell MOVED to APPROVE the Changes to the Employee Handbook Sections 6 & 8.1. Trustee Williams SECONDED the MOTION. On voice vote, all present voted aye. There were no nays. MOTION was PASSED.

NEW BUSINESS

Approve Capital Plan

Trustee Williams MOVED to APPROVE the Capital Plan. Trustee Ladendorf SECONDED the MOTION. Director Brooks noted that he updated some figures and moved some projects around on the timeline. A few projects have already been completed, such as exterior security cameras, and new light bulbs in the Adult Services and Youth Services departments.

Approve the Purchase and Installation of Tech Logic Security Gates for \$20,827.00

Trustee Sours MOVED to APPROVE the Purchase and Installation of Tech Logic Security Gates for \$20,827.00. Trustee Naughtin SECONDED the MOTION. Director Brooks noted that the current gates go off randomly and are inaccurate. On roll call vote, Trustees Sours, Turner, Williams, Leitner, Naughtin, Crowell, and Ladendorf voted aye. There were no nays. MOTION was PASSED.

Approve the Reupholstery of YS and YA Furniture Not to Exceed \$4,000

Trustee Crowell MOVED to APPROVE the Reupholstery of YS and YA Furniture Not to Exceed \$4,000. Trustee Ladendorf SECONDED the MOTION. Director Brooks explained that the Youth Services and Teen Domain furniture fabric has gotten soiled and worn over the years. Trustee Williams has done much research on finding a good upholster to use, and picked out materials that will repel stains and match the walls and carpet. The Board waived the requirement of seeking two other quotes, due to the lack of other upholsters, and the need to use someone with experience and quality work. On roll call vote, Trustees Sours, Turner, Williams, Leitner, Naughtin, Crowell, and Ladendorf voted aye. There were no nays. MOTION was PASSED.

Review Meeting Room Use Policy and Piano Policy

According to our Administrative Calendar, it is time for the Board to review these two policies. Director Brooks noted he would be scheduling the piano for tuning. The Board agreed that the rest of the policies do not need any changes.

Review Closed Session Minutes

Trustee Leitner MOVED to APPROVE releasing the two personnel minutes and retaining the rest of the minutes in closed session. Trustee Sours SECONDED the MOTION. On a voice vote, all present voted aye. There were no nays. MOTION was PASSED.

OTHER BUSINESS

Trustee Leitner announced she is the new Membership Chair for the Friends of the Library and distributed the 2023 membership forms to the Board.

ADJOURNMENT

Trustee Crowell MOVED to adjourn at 5:55 p.m. Trustee Williams SECONDED the MOTION. On voice vote, all present voted aye. There were no nays. MOTION was PASSED.

Secretary

President