



MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF PEKIN PUBLIC LIBRARY HELD TUESDAY, NOVEMBER 22, 2022, AT 5:00 P.M. AT 301 S. FOURTH ST., PEKIN, IL.

TRUSTEES PRESENT: Carrie Allen, President; Randy Turner, Vice President; Leslie Leitner, Secretary; Gary Gillis, Treasurer; Maureen Naughtin (5:10 pm); Mary Jane Sours; Mary Ann Ladendorf; Sue Crowell

TRUSTEES ABSENT: Tim Williams

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

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

MINUTES

The MINUTES of the October 25, 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 Gillis 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 December and noted the upcoming Winterfest and Winter Break activities.

FINANCIAL REPORT AND EXPENDITURE APPROVAL

Trustee Gillis MOVED to APPROVE the expenditures for October for \$182,029.85. Trustee Sours SECONDED the MOTION. On roll call vote, Trustees Sours, Turner, Leitner, Allen, Crowell, Gillis, and Ladendorf voted aye. There were no nays. MOTION was PASSED.

COMMITTEE REPORTS

None.

DIRECTOR'S REPORT

Director Brooks gave an overview of the building tour to take place during the meeting. Trustee Gillis asked if there was a way to get the Friends of the Library Book Sale Room listed higher in Google.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Approve Changes to the
Employee Handbook
Section 7 & 9

Trustee Crowell MOVED to APPROVE the Changes to the Employee Handbook Section 7 & 9. Trustee Ladendorf SECONDED the MOTION. Director Brooks went over the email from the lawyer regarding the language in the updated policies; the lawyer clarified some terminology. These two sections follow what the City of Pekin has in its handbook. Trustee Crowell asked for some clarification on Family Medical Leave Act. On voice vote, all present voted aye. There were no nays. MOTION was PASSED.

Board and Staff Walk-
Through of Building

Director Brooks led the board members on a tour of the building, noting current and upcoming projects to be completed.

OTHER BUSINESS

Trustee Gillis asked the procedure of deciding what materials get purchased and put on display. Director Brooks explained the library has a collection policy for material selection, and we have a librarian who is in charge of adult material selection.

ADJOURNMENT

Trustee Gillis MOVED to adjourn at 6:15 p.m. Trustee Naughtin SECONDED the MOTION. On voice vote, all present voted aye. There were no nays. MOTION was PASSED.

Secretary

President