

Pecatonica Library Board of Trustees

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Meeting Minutes

Tuesday, May 13, 2025

1. Call to Order

Meeting called to order at 7:01 pm by President Lori Peterson. In attendance were trustees Peterson, Arenson, Munson, Stites, Salamon, Loos, Assistant Librarian Bazarek, and Director Bryant. Sue Heinke was in attendance to potentially fill the vacant board seat. Two members of the public were in attendance.

2. Minutes of April 8, 2025 Meeting

Motion by Trustee Arenson, seconded by Trustee Munson to **approve** the minutes. Motion passed by unanimous voice vote.

3. Librarian's Report

Cards for Kids has been a positive program addition for the library.

Motion by Trustee Munson, seconded by Trustee Arenson to **approve** the report. Motion passed by unanimous voice vote.

4. Financial Report

The library anticipates ending the year in the black. Exterior mulching and landscaping has been completed. Librarian Bryant paid yearly ebooks fee. Several of the staff attended a conference in April and gained new ideas to incorporate. Motion by Trustee Stites, seconded by Arenson to **approve** the report. Motion passed by unanimous voice vote.

5. Call to Public

Gordy Dirksen and his wife were in attendance. The board presented a plaque to Mr. Dirksen for his years of service as a board member.

6. Unfinished Business

The board reviewed Ms. Heinke's application of intent to join the board and asked questions. Motion by Trustee Arenson, seconded by Trustee Loos, to **approve** Heinke as a board member to fill a vacancy. Motion passed by unanimous voice vote.

7. New Business

- a. Library board meeting date and time - Trustee Arenson asked whether the board would like to change the standing board meeting date and time. Board decided to hold meetings on the third Wednesday of every month at 7:00 pm, beginning in July. Motion by Trustee Arenson, seconded by Trustee Munson to **change** the meeting date and time beginning in July. Motion passed by unanimous voice vote.

- b. Additional signer for library bank accounts - Trustees Arenson and Munson are designated signers on the library bank accounts. The board discussed whether there should be a third designated signee. Motion by Trustee Arenson, seconded by Trustee Loos, to **keep** the number of signers to the current two trustees. Motion passed by unanimous voice vote.
- c. Payroll budget - The board discussed salary and staff working hours adjustments for the fiscal year of July 1, 2025 to June 30, 2026. Trustee Arenson moved, seconded by Trustee Munson, to **raise** Assistant Librarian Bazarek to 30 hours per week, keep Librarian Bryant at 32 hours with a 3% mid-range salary increase, drop Ms. Lilja to a 2% increase, and leave the remainder as proposed. Board will review salaries in 6 months. Motion passed by unanimous voice vote.
- d. Library policy manual - Trustee Arenson moved, seconded by Trustee Salamon, to **table** this item until the next meeting for the board and an attorney to look over the policy document in detail. Motion passed by unanimous voice vote.

8. New Business

The board moved into closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body (5ILCS 120/2(1)).

9. Reconvene in Open Session

Trustee Arenson moved, seconded by Trustee Munson, to reconvene the meeting in open session. Motion passed by unanimous voice vote.

10. Vote on Closed Session Decisions

Motion by Trustee Salamon, seconded by Trustee Arenson, to **accept** discussion items from closed session. Motion passed by unanimous voice vote.

11. Adjournment

Motion by Trustee Stites, seconded by Trustee Salammon to **adjourn** meeting. Meeting adjourned at 8:21 pm.

Correspondence/communication

- Next board meeting is Tuesday, June 10 at 7:00 pm.
- Library received a \$20 donation from the quilting ladies.
- Conference room closet has been cleaned and there is now a shelf for each group that meets.
- Update on staff attending Reaching Forward ILA conference - discussed during budget portion
- Library received memorial donations from Deb Gulbranden's family. Director Bryant used to purchase tables and additional books for summer reading.
- Summer Reading Program - staff requested donations from local businesses for program needs. Two have already donated money. Assistant Library Bazarek wants to add a teen and adult program with a grand prize available at the close of the program. There will be an open house on May 30 to kick off the program and take sign-ups. Summer reading program officially begins June 6.