

Pecatonica Library Board of Trustees

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Meeting Minutes

Wednesday, September 17, 2025

1. Call to Order

Meeting called to order at 7:02 pm by President Lori Peterson. In attendance were trustees Heinke, Stites, Munson, Loos, Assistant Director Bazarek, and Director Bryant.

2. Minutes of July 16, 2025 Meeting

Minutes could not be approved without changes made. Motion by Trustee Loos with changes, seconded by Trustee Munson, to **approve** the minutes. Motion passed by unanimous voice vote.

3. Librarian's Report

Director Bryant reports numbers are slightly down, expected due to school being back in session.

4. Financial Report

Librarian Bryant reported that funds from both Stephenson and Winnebago are coming in but we have not received the large amount yet. HVAC systems were checked out, a belt had to be changed but all is running as it should. Motion by Trustee Heinke seconded by Stites to **approve** the Director's and financial reports. Motion passed by unanimous voice vote.

5. Call to Public

There were no members of the public present.

6. Unfinished Business

- a. **Update Library Policy Manual** - Attorney Kimes looked over the policy and suggested changes. The Policy Committee was created and will include Director Bryant, Trustee Peterson, Trustee Heinke and Trustee Loos. Policy Committee to meet before the next board meeting.
- b. **Update on CPR and AED Training for Staff** - Director Bryant contacted several people for pricing and availability. We are waiting to hear back from one in particular. It was decided that the next quarterly staff meeting would include active shooter awareness.

7. New Business

- a. **Review Library Bank Accounts and CDs** - Changes in banking rules were discussed.
- b. **Discuss/Vote on Bank Account Consolidation** - It was decided that we are going to close the Money Market account and move all into the Contingency account.

Motion by Trustee Loos seconded by Munson to **approve** the bank account consolidation. Motion passed by unanimous voice vote.

8. Adjournment

Motion by Trustee Stites, seconded by Trustee Loos to **adjourn** meeting. Meeting adjourned at 7:36 pm.

Correspondence/communication

- Next board meeting is Wednesday, October 15 at 7:00 pm.
- Tye-dye event - Went over well with 23 people in attendance. The October event is Book Character Pumpkin Decorating Contest with a community vote for their favorites. All Ages welcome.
- Lea Klinne's memorial donation - The family might make a donation to the Library.