

Pecatonica Library Board of Trustees

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Meeting Minutes

Wednesday, January 21, 2026

1. Call to Order

Meeting called to order at 7:00 pm by President Lori Peterson. In attendance were trustees Heinke, Salamon, Munson, Loos, and Assistant Director Bazarek. Director Bryant was ill.

2. Minutes of November 19, 2025 Meeting

Motion by Trustee Loos to **accept** minutes, seconded by Trustee Munson. Motion passed by unanimous voice vote.

3. Librarian's Report

Assistant Director Bazarek pointed out that December activity was normal. Motion by Trustee Munson, seconded by Trustee Loos, to **approve** the Librarian's report. Motion passed by unanimous voice vote.

4. Financial Report

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

5. Call to Public

There were no members of the public present.

6. Unfinished Business

- a. Narcan in the Library - Training through the Winnebago County Health Department went well, covering how to use Narcan and symptoms to look for.

7. New Business

- a. **Vote to Approve Per Capita Grant** - Director Bryan submitted per capita grant paperwork. A succession plan needs to be submitted for grant requirements, which the board will discuss at the next meeting. Motion by Trustee Loos, seconded by Trustee Salamon, to **approve** the grant. Motion passed by unanimous voice vote.
- b. **Vote on CD 98385 Renewal** - The board decided to keep the CD at Foresight Bank, renewing for an additional 36 months. Motion by Trustee Heinke, seconded by Trustee Loos, to **approve** the CD renewal. Motion passed by unanimous voice vote.
- c. **Discuss/Vote to Approve Dell Computer Bid** - The library received a donation of \$5000 from Bob Meyers, which Director Bryant requested a quote to replace all library computers. That includes two card catalog replacements, a staff laptop, public desktops with monitors, and staff replacements. The board questioned whether the laptop is necessary and suggested looking into

- a tablet to be used by staff while in the stacks. Assistant Director Bazarek will get a quote on a tablet and report back. The board will vote on computer purchases at the next meeting.
- d. **Discuss Replacing Lights in Storage Courts** - Two out of the seven lights in the storage room are functioning. Director Bryant is getting a bid on replacement work, as well as a bid for the Historical Society storage room.
 - e. **Discuss Replacement of Emergency Lights** - Emergency and exit lights have been replaced and are up to code.
 - f. **Discuss/Vote on Rock City Out of District Patron Intergovernmental Agreement** - Director Bryant met with an individual from the Village of Rock City, who wanted to explore an agreement for their residents to use the Pecatonica library. They discussed the village paying for a portion of the out-of district-fee and residents paying the remainder. Motion by Trustee Loos, seconded by Trustee Munson to pursue an intergovernmental agreement for library services. Motion passed by unanimous voice vote.
 - g. **Discuss/Vote on Time Card Machine** - Director Bryant supplied an example of a simple physical time card system that the library could purchase for staff use. President Peterson researched free software options. Employees who arrive before their scheduled start time will be instructed to not clock in until their scheduled start time. Any time worked before clocking in will be considered volunteer. It was stressed that employees will also need to clock out and leave their desk for their lunch break. The board agreed to pursue acquiring a time clock system, but more research into options and pricing is needed. Assistant Director Bazarek and Director Bryant will report back at the next meeting.
 - h. **Discuss Robert Meyer Donation** - The family of Robert Meyer donated \$5000 to the library, which is planned to be used for new computers for staff and the public.
 - i. **Discuss Mary Katherine Doty Trust** - The library was notified that Mary Katherine Doty's trust named it as a beneficiary of 5% of the trust estate. Total donation amount is not yet determined but is expected at the end of 2026 or early 2027.
 - j. **Update on Craft Room** - Assistant Director Bazarek began cleaning out the craft closet and installing shelves. The supplies are generally used for library programs and as giveaways.

8. Adjournment

Motion by Trustee Munson, seconded by Trustee Salamon to **adjourn** meeting. Meeting adjourned at 7:49 pm.

Correspondence/communication

- Next board meeting is Wednesday, February 18 at 7:00 pm.
- Pecatonica Rotary donated \$150. It will be used for the craft room.
- Puzzle Swap - Trustee Loos is organizing a puzzle swap this Saturday, January 24.