

Pecatonica Library Board of Trustees

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Meeting Minutes

Wednesday, October 15, 2025

1. Call to Order

Meeting called to order at 7:02 pm by President Lori Peterson. In attendance were trustees Heinke, Salamon, Stites, Munson, Loos, Assistant Director Bazarek, and Director Bryant. President Peterson called for a hearing of the Annual Budget and Appropriations Ordinance.

2. Minutes of September 17, 2025 Meeting

Need to remove Lori Peterson from the Policy Committee members. Motion by Trustee Loos to accept minutes with change, seconded by Trustee Munson. Motion passed by unanimous voice vote.

3. Librarian's Report

Director Bryant reports circulation is up. 13 new cards were issued in the past month. Motion by Trustee Loos, seconded by Trustee Stites, to **approve** the Librarian's report. Motion passed by unanimous voice vote.

4. Financial Report

Librarian Bryant reported that the library has received the majority of its county tax funds. The printer contract is up. The library can purchase the printer for a dollar and save the monthly lease costs. That dollar will be reflected on next month's report and then the library will own it outright. Motion by Trustee Heinke, seconded by Trustee Stites, 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. **Update Library Policy Manual** - Trustee Loos stated that the committee met and made some changes to the manual. President Peterson mentioned that the attorney advised to remove the salary ranges, which will be done by the committee. The committee updated the bylaws and the board determined that the agenda will be completed and distributed 72 hours before meetings. President Peterson discussed altering the Assistant Director's hours worked and Assistant Director Bazarek will get back to the board with a decision on full/part-time status. Trustee Loos will make changes and return to Assistant Director Bazarek. Motion by Trustee Salamon, seconded by Trustee Loos, to **amend** the bylaws and **accept** changes made to the policy manual. Motion passed by unanimous voice vote.

- b. **Update on CPR and AED Training for Staff** - Director Bryant reported training is scheduled for the first Saturday in November. She will find someone to work the front desk while staff is in training.

7. New Business

- a. **Vote to Approve B&A** - Motion by Trustee Loos, seconded by Trustee Munson, to **approve** the budget and appropriations ordinance. Motion passed by unanimous voice vote.
- b. **Review/Vote on Winnebago County Board of Review Change Notice** - German American State Bank wants to reassess their property tax charge, with a substantial reduction in taxes paid. This will potentially affect library funds in the future. No action is required at this time; Director Bryant wanted the board to be aware of the complaint. Director Bryant will ask for the amount the library receives from the bank.
- c. **Review/Vote on Food for Fines for November** - Assistant Director Bazarek described the program she would like to implement in November for Hunger & Homelessness Awareness Month. Each nonperishable item brought in by patrons will count for \$1 toward their library fines. This will be the library event for November.
- d. **Review Closing of Baker & Taylor** - This is the company the library leases its books from who is now going out of business. Director Bryant and Assistant Director Bazarek will be purchasing new books instead of leasing. This will save large amounts of staff time and regular B&T fee will be available for new book purchases.

8. Adjournment

Motion by Trustee Loos, seconded by Trustee Salamon to **adjourn** meeting. Meeting adjourned at 7:52 pm.

Correspondence/communication

- Next board meeting is Wednesday, November 19 at 7:00 pm.
- Pumpkin Decorating Contest - 30 people signed up, with 29 entries. The public can have one vote per person per day.
- Introduction of Take & Make Crafts - Assistant Director Bazarek will be assembling and distributing a simple take and make craft for kids, since there will be no formal youth programming in November.
- Director Bryant notified the board that she and Assistant Director Bazarek will go to the Rockton library board meeting on Monday, October 20 to support the library, who is facing public pressure over a book display containing books that some members of the public feel should be removed from the library.
- Director Bryant mentioned that the library is in desperate need of new bookshelves and has a lead on low-cost secondhand shelves from the Freeport Public Library.
- Kelly G contacted Director Bryant wanting to know if the library was interested in partnering with Durand Charm for programming she is planning.
- Library staff are participating in the Pecatonica Fall Festival Trunk or Treat. They will be handing out a book, piece of candy, and bookmark with library info.