

Pecatonica Library Board of Trustees

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Meeting Minutes

Wednesday, November 19, 2025

1. Call to Order

Meeting called to order at 7:01 pm by President Lori Peterson. In attendance were trustees Heinke, Salamon, Stites, Munson, Loos, Arenson, Assistant Director Bazarek, and Director Bryant.

2. Minutes of October 15, 2025 Meeting

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

3. Librarian's Report

Director Bryant reports Baker & Taylor is now out of business. EBooks will also be switching platforms. Motion by Trustee Arenson, seconded by Trustee Munson, to **approve** the Librarian's report. Motion passed by unanimous voice vote.

4. Financial Report

Librarian Bryant reported that the library has received tax payments. There was an HVAC call for service this month. The printer purchase will be reflected on the December financial report. Motion by Trustee Arenson, 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

There was no unfinished business.

7. New Business

- a. **Vote to Approve Levy** - Motion by Trustee Loos, seconded by Trustee Munson, to **approve** the levy. Motion passed by unanimous voice vote.
- b. **Vote on 2026 Library Closing Dates** - There were no changes from last year's holiday schedule. Motion by Trustee Arenson, seconded by Trustee Loos, to **approve** the 2026 holiday closing date schedule. Motion passed by unanimous voice vote.
- c. **Discussion on Douglas Clark/Benevity donation** - Mr. Clark's mother was a longtime library director. He notified the library that he would like to make a donation to the library, matched by his employer, and an ongoing donation, all designated for the children's section of the library. Director Bryant and Assistant Director Bazarek will compile a list of plans for this donation, including if it can be used for programming.

- d. **Discussion on Jordan Sasscer, Accountant** - Director Bryant reached out to Ms. Sasscer to take over accounting responsibilities for the library. Ms. Sasscer was responsive and Director Bryan will follow up with her with a formal service agreement.
- e. **Vote to Approve Updated Gifts to the Library Policy** - Director Bryant spoke about adopting a gift policy. She will provide a copy to the board at the January meeting.
- f. **Update on book purchasing** - Assistant Bazarek continues searching for providers to purchase books for the library. She has purchased some through Amazon recently to get books on the shelf quickly. Amazon also provides a business discount, which the library is taking advantage of. She also is contacting other book suppliers in order to have several business options to purchase library materials.
- g. **Update on Palace Project eBooks** - The current eBook program used by the library, will be closing due to its connection with B&T. Director Bryant is exploring other companies to provide this service
- h. **Review PrairieCat FY2025 Report** - Director Bryant is a member of the PrairieCat board and provided this year-end report as background information for the library board.
- i. **Discussion on Narcan in the Library** - State law dictates that libraries are required to have a supply of Narcan on hand, beginning January 2026. Director Bryant and Assistant Director Bazarek have taken online training on Narcan and how to use it. The Winnebago County Health Department will provide staff training on December 29. The Health Department will also provide Narcan doses for the library.
- j. **Approve Board Meeting Dates for 2026** - Meetings will take place on the third Wednesday of each month, except December, at 7:00 pm. Motion by Trustee Loos, seconded by Trustee Arenson, to **approve** the 2026 meeting dates. Motion passed by unanimous voice vote.
- k. **Per Capita Grant Requirements** - There are new standards, which Director Bryant will review and submit the per capita grant in January. Any board member who would also like to review the standards can contact Director Bryant.

8. Adjournment

Motion by Trustee Salamon, seconded by Trustee Loos to **adjourn** meeting. Meeting adjourned at 7:37 pm.

Correspondence/communication

- Next board meeting is Wednesday, January 21 at 7:00 pm.
- Flowers were sent to Mary Keilty's services.
- Updated contact sheet
- Update on library shirts order - Director Bryant brought an order form for any board members to place an order for shirts who has not already done so.
- President Peterson advised Director Bryant to ask for a higher rate on the CDs the library has with Foresight Bank. Director Bryant will follow up.
- Director Bryant mentioned that she would like to review benefits and required number of hours worked for Assistant Director Bazarek at the February meeting.