

Pecatonica Library Board of Trustees

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Meeting Minutes

Wednesday, February 18, 2026

1. Call to Order

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

2. Minutes of January 21, 2026 Meeting

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

3. Librarian's Report

Director Bryant pointed out there was a large number of new cards issued and circulation was up in January. Motion by Trustee Arenson, seconded by Trustee Loos, to **approve** the Librarian's report. Motion passed by unanimous voice vote.

4. Financial Report

There were several large seasonal and unexpected expenses in January. Motion by Trustee Salamon, seconded by Trustee Munson, 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. **Discuss/Vote to approve Dell computer bid** - President Peterson suggested replacing a portion of the computers now, then the remaining at a later time. The board decided to replace five computers and will discuss replacing the remaining computers in another year or two. Trustee Arenson moved to accept the revised computer purchase, seconded by Trustee Loos. Motion passed by unanimous voice vote.
- b. **Discuss/Vote on bid to replace storage court lighting** - 2 out of 7 lights on the library's side of the court are functioning. All lights on the other side are functioning. The ceiling is too high for a ladder and requires scaffolding to be built in order to replace. The board discussed alternative lighting options. Director Bryant will request other options and quotes and will report back at the next meeting.
- c. **Discuss/Vote on time card system** - The board recommended using Jibble as the library's timekeeping system. Director Bryant will implement.

7. New Business

- a. **Approve AFR** - There are items from the prior year's report still remaining to be completed. Director Bryant will follow up with the accountant.
- b. **Discuss roof leak in craft room** - HVAC unit and some remaining spots were resealed. Roof is in good shape. This is anticipated to have fixed the problem and Director Bryan will continue to monitor.
- c. **Discuss/Vote on repair or replacement of HVAC unit over conference room and bathrooms** - A belt burnt out and the unit is not safe to run. This unit was the only one that had not been recently replaced. Board members compared two submitted bids.

Trustee Loos moved to accept Wilson Mechanical's bid for HVAC replacement, seconded by Trustee Heinke. Motion passed by unanimous voice vote.

- d. **Discuss/Vote on Ethical Artificial Intelligence Policy** - This is a proactive measure that will likely be required in the future and will be edited and publicly posted for patrons. This will put the library in accordance with RAILS and Prairie Cat. Trustee Arenson moved to accept the policy, seconded by Trustee Loos. Motion passed by unanimous voice vote.
 - e. **Discuss/Vote on closing on Martin Luther King, Jr. Day** - Trustee Arenson proposed to offer programming or partial hours for this day. The board will revisit at a later meeting.
 - f. **Discuss/Vote on closing on Sundays for summers or all year** - Will remain closed on Sundays during the summer. At that time, will discuss extended hours on Fridays.
 - g. **Discuss/Vote on benefits for Assistant Director** -
 - h. **Discuss FOIA request** - Penny addressed the request.
 - i. **Update on required sexual harassment training** - The board will need to look through a booklet of sexual harassment training and sign a form. All staff has completed the training. The board must have this completed by August.
8. The board went into Executive Session.
 9. Trustee Arenson moved to approve the decisions made in closed session, seconded by Trustee Loos. Motion passed by unanimous voice vote. President Peterson requested Director Bryan and Assistant Director Bazarek to provide a list of their daily, weekly, monthly duties.

10. Adjournment

Motion by Trustee Munson, seconded by Trustee Munson to **adjourn** meeting. Meeting adjourned at 8:33 pm.

Correspondence/communication

- Next board meeting is Wednesday, March 18 at 7:00 pm.
- February Make & Take craft is available.
- Puzzle Swap - Will occur in February and March
- Green Bean Academy is coming to library for a field trip
- Service dog attended story hour
- Director Bryant received a donation from the Martha Clark Memorial Fund, to be used for children's books.