

Pecatonica Library Board of Trustees

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Meeting Minutes

Tuesday, March 17, 2026

1. Call to Order

Meeting called to order at 7:01 pm by President Lori Peterson. In attendance were trustees Heinke, Salamon, Stites, Loos, Munson (arrived 7:38), Assistant Director Bazarek, and Director Bryant.

2. Minutes of February 18, 2026 Meeting

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

3. Librarian's Report

Director Bryant Motion by Trustee Stites, seconded by Trustee Loos, to **approve** the Librarian's report. Motion passed by unanimous voice vote.

4. Financial Report

Motion by Trustee Loos, seconded by Trustee Salamon, 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 on bid to replace storage court lighting** - Director Bryant has not yet received a bid for the lighting replacement. Will revisit this next month.
- b. **Discuss/Vote on time card system** - Director Bryant has begun the process to implement Jibble as staff timekeeping system. Waiting to hear back from Jibble. Software will be installed on the new computer in the office.
- c. **Update on computer purchase** - An order for five computers has been placed and should arrive within one week.

7. New Business

- a. **Discuss/Vote on repair or replacement of HVAC unit over Asst. Librarian's office, history room, and kitchen** - Unit has not been heating correctly, confirmed by a technician that it needs to be replaced. Director Bryant has a quote from Wilson Mechanical, waiting on one more quote. Wilson provided several options: full replacement of the unit, repair the heat exchanger in the current unit, or install economizers on previously installed units.

Motion by Trustee Loos to fully replace the HVAC unit, seconded by Trustee Stites. Motion passed by unanimous voice vote.

- b. **Discuss pest removal attempts** - Staff have noticed signs of small animal pest activity around the building. Staff will investigate further.
- c. **Discuss/Vote on repair or replacement of book drop** - The top of the book drop blew off during a recent storm. Staff will repair.

8. Closed/Executive session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body (5ILCS 120/2(1))

9. Reconvene in open session

The board reconvened in open session at 8:26 pm. Board presented its requests to Director Bryant and Assistant Director Bazarek.

10. Vote if necessary on decisions made during closed session

There were no decisions requiring a vote.

11. Adjournment

Motion by Trustee Loos, seconded by Trustee Munson to **adjourn** meeting. Meeting adjourned at 8:42 pm.

Correspondence/communication

- Next board meeting is Wednesday, April 15 at 7:00 pm.
- March button shamrock Make & Take craft was gone in about one week. April Make & Take is a monarch butterfly button art piece.
- Puzzle Swap - Will occur on Saturday, March 21 from 11-1. Trustee Stites suggested also advertising in the paper.
- Three classes from Green Bean Academy are coming to library for a field trip the week of March 23.
- Mary Love donated \$100.
- Mary Katherine Doty trust update
- We donated a carful of books to the Rock City Library.
- Representative Tony McCombie held open office hours in the conference room.
- Shelving was added to the Young Adult section, taken from the craft room.
- A Scouting America youth volunteered during Story Hour to receive her Reading merit badge.
- Staff update: Heather Parraday resigned. Catalina Lavilla (high school student) starts the week of March 23 and Margaret Dileon will work with Danielle and support some of her duties. Both will work around 10 hours per week. New staff will also cover for two youth staff members that will be leaving at the end of the school year.