

# Pecatonica Library Board of Trustees

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## Meeting Minutes

Wednesday, August 20, 2025

### 1. Call to Order

Meeting called to order at 7:03 pm by President Lori Peterson. In attendance were trustees Heinke, Salamon, Munson, Assistant Director Bazarek, and Director Bryant.

### 2. Minutes of July 16, 2025 Meeting

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

### 3. Director's Report

Director Bryant reports the library issued 23 new cards, reflecting how busy the library was in July, and continuing an active trend.

### 4. Financial Report

Librarian Bryant reported that funds from both Winnebago and Stephenson Counties are beginning to be distributed. Motion by Trustee Loos, seconded by Salamon to **approve** the Director's and financial reports. 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 Peterson will add the district's lawyer's changes to the document. Assistant Librarian Bazarek submitted a draft with changes the board recommended at the July meeting. Trustee Peterson mentioned that the bylaws state there should be Personnel, Finance, and Policy Committees, which would be a more appropriate use of the board's time. The board decided to form a Policy Committee, with Trustee Peterson, Arenson, Director Bryant, and one other nominee to form the committee. Director Bryant will contact absent trustees to see if they will volunteer for the Policy Committee.

### 7. New Business

#### a. Vote to approve FY2025-2026 Budget

Budget includes a 5% income increase. Motion by Trustee Heinke, seconded by Trustee Loos, to approve the FY2025-2026 budget. Motion passed by unanimous voice vote.

#### b. Discuss/Vote on CPR, AED, and First Aid training for staff

The American Red Cross quoted \$120 per person for staff First Aid/CPR training. The Pecatonica Fire Department takes First Aid/CPR training at no charge, given by MercyHealth. Director Bryant

will get more details from the Fire Department on their safety training and will explore combining with them or getting a contact at MercyHealth. Director Bryant and Trustee Salamon will look into finding a provider for AED training.

c. **New Hires**

Director Bryant hired two staff - one with library experience and another with a master's in a related concentration - to replace two staff who left and one that had reduced hours worked. The new staff members will work nights and weekends.

**8. Closed/Executive Session**

It was not necessary for the board to meet in closed session.

**9. Adjournment**

Motion by Trustee Loos, seconded by Trustee Heinke to **adjourn** meeting. Meeting adjourned at 7:38 pm.

**Correspondence/communication**

- Next board meeting is Wednesday, September 17 at 7:00 pm.
- Summer Reading Program - There were 107 youth signups for the summer reading program, with 50% completing. The most popular prize was a small stuffed animal. Five youth won grand prizes; the Amazon tablet was the most popular. Thirteen teens signed up, with 62% completing all levels. The majority chose an Amazon gift card. Thirty-seven adults signed up for the reading program, with 49% completing the entire program. The majority chose an Amazon gift card. 469 people attended events throughout the program. The slime event brought in 48 people and the ice cream event brought in 57 people (22 adults). Tie-die is the planned event theme for September and pumpkin decorating with a community vote are slated for November.