

Odell Public Library Board of Trustees Meeting  
Wednesday, December 14, 2022

The December 14, 2022 board meeting opened at 5:31 pm in the Program Room. Board members present were Marc Adami, Heather Bush, Deb Hauptman, Anne Mills, Melissa Nyboer, Chris VanderLeest, Becky West, and Jessica Wroble. Director Meridith Layne, Assistant Director Lisa Boles, and City Administrator Brian Melton were also in attendance.

General Business: A) Minutes of the November 11, 2022 meeting was filed as submitted. B) Bills in the amount of \$12,377.94 were approved. Motion by Nyboer, second by West. (Roll call vote-Adami yes, Bush yes, Hauptman yes, Mills yes, Nyboer yes, VanderLeest yes, West yes, Wroble yes) C) The treasurer's report was discussed and filed as submitted. D) The Director's report was discussed and filed as submitted.

Unfinished Business: A) The final inspection of the roof has been done, but no report has been received. Snow guards and the chimney cap are yet to be installed. B) West moved to accept the low bid (only bid) from Boss Carpet of \$55,250.00 to replace the flooring in the library. Second by VanderLeest. (Roll call vote-Adami yes, Bush yes, Hauptman yes, Mills yes, Nyboer yes, VanderLeest yes, West yes, Wroble yes) VanderLeest moved to authorize Director Layne to have an attorney review the bid. Second by Hauptman, passed with a voice vote. C) Chapters 10-13 of the *Serving Our Public 4.0 Standards for Illinois Public Libraries* were reviewed as per capita requirements.

New Business: A) Director Layne is waiting for estimates from Loescher Heating and Air conditioning out of Sterling and Geostar Mechanical out of Rockford for replacing the air handlers and air conditioners. She will also ask for an estimate for boiler replacement in the future. B) Director Layne reminded the board that the County Clerk will be mailing the Conflict-of-Interest document to each trustee. It is to be completed and returned to the County Clerk's office. C) The Board Action Calendar and the 2023 meeting dates were reviewed

Closed session: none

Board Ideas/Concern: It was recommended that a policy be considered to guide public comments during future library board meetings. There was discussion of the increase of 7% increase in PPRT money for the next fiscal year.

The next meeting will be Wednesday, January 11, 2023 at 5:30 pm in the Program Room.

The meeting adjourned at 6:28 pm, motion by Nyboer, second by VanderLeest.  
(Passed with a voice vote)

Respectfully submitted: Melissa Nyboer, Secretary