

**PEOTONE PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING MINUTES
JANUARY 15, 2026**

Location: Peotone Library Meeting Room

Call to Order: 630 p.m. by M. Horne, Library Board President.

Pledge of Allegiance to the U.S. Flag: Recited.

Roll Call: Taken by M. Horne: S. Chisausky – Present, M.J. Carlson – Present, S. Dascenzo – Present, S. Gall – Present, M. Horne – Present, J. Oliver – Present, B. Patek – Present.
Others attending: Director Sarah Ehlers

Adoption of the Agenda/ Minutes

Trustee Chisausky motioned to adopt the January 15, 2026 agenda and to approve the minutes from November 18, 2025 with no additions or corrections. The motion was seconded by Trustee Carlson

Committee Reports: N/A

Director's Report: See Directors Report in Board Meeting Agenda booklet

Approval of bills payable and Financial report (roll call vote)

Motion to pay the bills and File for Audit made by Trustee Oliver. Seconded by Trustee Dascenzo.

Library Board President M. Horne took Roll Call Vote: Trustee Chisausky – yes-, Trustee Carlson – yes -, Trustee Dascenzo – yes-, Trustee Gall – present -, Trustee Horne – yes- , Trustee Oliver – yes- and Trustee Patek – yes- Yeses- 6, Nays- 0, Abstain- 0, Absent – 0, Present-1. Motion carried.

Public Forum: N/A

Unfinished Business:

- I. Inter-governmental Agreement signed by Sarah Ehlers and given to Monee regarding the smart locker pickup.

New Business:

- I. Four companies in attendance presented cleaning bids for PPLD and took questions from Board members
 - Al from DBS Building Solutions spoke first. He handed out bid pamphlets. They are insured and bonded and will work after library hours.They come 2 times per week. Quote: \$1099.00 per month.
 - Johnathan Welch from Welch Cleaning Pro (WCP) Spoke next. They are a family business 15 years in Peotone. They are bonded and insured and located behind Terry's Ford. They can work after library hours. They come 2 times per week. Quote: \$1300.00 per month
 - Imperial Service Systems since 1972. They are out of Oak Brook Terrace, Il. And also in 5 different states. They have a crew to oversee consistency. They come a minimum of 3 times per week. Quote: \$1701.00
 - Andrea from Clark's Cleaning Services, Inc. came to answer any questions. They currently clean PPLD building. She said they could clean after library hours. They come 2 times per week. Quote: \$1140.00 per month
 - **Motion** to hire Welch Cleaning Pro (WCP), contingent on agreement of a month to month contract, was made by Trustee Carlson. The motion was seconded by Trustee

Dascenzo. Roll call vote taken by Library Board president M. Horne: Trustee Chisausky – yes-, Trustee Carlson – yes -, Trustee Dascenzo – yes-, Trustee Gall – yes -, Trustee Horne – yes- Trustee Oliver – yes- and Trustee Patek – yes- Yeses- 7, Nays- 0, Abstain- 0, Absent – 0, Motion carried.

II. Collection Development Policy Reviewed

- Motion to accept the Collection Development Policy made by Trustee Patek; Seconded by Trustee Oliver
- General vote taken: All yeses; Motion carried

III. HR Standards discussed

- Three job descriptions need to be updated: Sarah Ehlers, library director; George in maintenance; Tammi, head of circulation.
- A “How to” handbook on the directors duties for a succession plan is currently being updated. Becky Hase-Plefka will work for Sarah Ehlers when she is on vacation and is learning the responsibilities of library director.
- Helpful information about HR standards is obtained for our library through “HR Source” which is a service obtained through Rails.

Director’s Comments: Sarah offered to show anyone how to access Google Drive to view documents pertaining to library business. She gave us an overview of how to access it earlier in the meeting.

Trustee Comments: Trustee Gall shared concerns about board packets and emails she received pertaining to library business.

Adjournment:

Motion to adjourn regular board meeting made by Trustee Patek and seconded by Trustee Dascenzo at 7:18 p.m. All yeses. Motion carried

Next Regular Board Meeting February 19, 2026, at 6:30 p.m.