

**Marseilles Public Library  
Board of Trustees Meeting  
January 12, 2026**

The meeting was called to order by President Dee Crawshaw at 5:00pm. Those in attendance were: Janice Brozovich, Gene Carlson, Dee Crawshaw, Judi Johnson, and Jeff Owens. Absent were Jerri Brown, Susan Roush, Ralph Rowe, and Lori Williamson.

**Minutes:** The board minutes of the November 2025 Board of Trustees meeting were submitted. (There was no December meeting due to inclement weather.) A motion to accept the minutes was made by Owens and seconded by Johnson. The motion was voted on, accepted, and the minutes of the November 2025 meeting were placed on file.

**Correspondence:**

- a) Several employees of the Marseilles Public Library sent "Thank You" cards and notes thanking the Board of Trustees for their Christmas bonuses.

**Treasurer's Report:** The treasurer's report was submitted and reviewed. A motion to accept the treasurer's report was made Carlson and seconded by Brozovich. The motion was voted on, accepted, and the treasurer's report was placed on file.

**Visitors:** None

**Director's Report:** The Director reported that the new basement windows were recently installed.

The Director reported that employees of the City of Marseilles came and tightened the outside light covers.

The Director stated that there was a wonderful turn out for the annual Santa Clause visit. At one point, there were approximately 65 people who came through in one hour.

The Director also reported that she had a meeting with the staff and discussed the "personal phone call" policy. The Director advised and indicated to the staff that if they worked a four (4) hour shift, they were not to have any personal telephone calls. Those employees who worked a seven (7) hour shift are allowed to make personal phone calls during the employee's lunch time and break time.

A motion to accept the director's report was made by Owens and seconded by Johnson. The motion was voted on and accepted.

**Personnel:** None

**Old business:** Paid Time Off (P.T.O.) Policy: The updated Paid Time Off (P.T.O.) Policy in accordance with State law was presented to the Board. After reviewing the policy, a motion was made by Carlson and seconded by Johnson to accept the updated Paid Time Off (P.T.O.) policy. The motion was voted on and passed.

**New business:** Window Replacement Project: The Renaissance Company recently visited the library and measured the upstairs windows for the upstairs window replacement and renovation project.

Johnson made a motion to adjourn the meeting at 5:40pm, and it was seconded by Owens. The motion carried by unanimous acclamation.

The next Marseilles Public Library Board of Trustees February meeting will be held at the Marseilles Public Library on February 9, 2026, at 5:00pm.

Submitted by Janice Brozovich standing in for Lori Williamson, Secretary.

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The next Marseilles Public Library Board of Trustees meeting will be held at the  
Marseilles Public Library on Tuesday, December 8<sup>th</sup>, 2025, at 5:00pm.

Respectfully submitted by

Lori Williamson