

Breese Public Library Board Secretary's Report – Sept. 4, 2018

Opening Business

- President Jean Steinman called the Sept. 4, 2018, meeting to order at 8 pm.
- Trustees present: Angie Becker, Mary L. Heeren, Bonnie Holzinger, Judy Kampwerth, Cyndi Riley, Jim Sprengel and President Jean Steinman
- Trustees absent: Gwen Fischer and Yvonne Ratermann
- Also attending: Librarian Kelly Zurliene and Alderman Gary Usselman (arrival after City Council meeting)
- A quorum was established and the agenda approved with no revisions.

Secretary's Report

- On a motion and second by Mary L. Heeren and Bonnie Holzinger, the Aug. 7 minutes were approved.

Financial

- Librarian Kelly Zurliene presented the newly formatted financial report done with QuickBooks, noting that QuickBooks presents information in “real time” meaning that the bank feed records the information at the exact time each transaction occurs. In the past, outgoing checks were recorded in the month in which they were written regardless of whether or not they were deposited by the recipient. She also noted the report is much more detailed than before; specifics were reviewed.
- The Petty Cash line item in the budget is also changing as items paid out of that fund are now designated toward an existing account. Eventually, the Petty Cash line item will be eliminated.
- The first tax distribution for \$102,185.09 has arrived. The second is anticipated in December.
- Kudos were given to Kelly for all her work in making the transition and she credited library auditor, Corey Richter with Richter and Astroth, for his assistance.
- She also noted August had higher expenses including the firewall software, new copier and annual Cloud and Share subscriptions.
- On a motion and second by Angie Becker and Cyndi Riley and roll call vote, the financial report was approved and signed.

Librarian's Report

- About nine people attended author Doug Feldmann's presentation; five books were sold.
- A few spots are left for Storytime Thursday mornings, Monday and Thursday evenings with Miss Jan.
- Mike Anderson will present “Spooky Stories” at 6 p.m. Oct. 29.
- The Teen Book Club – previously “Six Book Summer” – will now meet at 7 p.m. Sundays, Sept. 23, Oct. 28 and Dec. 2. Doors will be open ONLY to those registered. The current group is about half Central and half Mater Dei students. The group is for 13- to 18-year-olds attending any public or private high school.
- The Terminix contract went up from \$24 to \$26; the building is sprayed monthly.

Committee Reports - none

Unfinished Business

- Bathroom fans were checked and cleaned but are still inefficient. A new system is needed – pending.
- The new website looks great and may go live next month.

New Business

- The parking area behind the library seems dark. – Kelly will talk with the city.
- Treasurer Judy Kampwerth asked if the bond certificate needs renewing – Jean will check with Sandy Hemann at City Hall.

Final Business

- Alderman Gary Usselmann complimented Kelly on her work with QuickBooks and the Board and Library on their fiscal responsibility. “They run that place like the Navy,” he said.
- On a motion and second by Judy Kampwerth and Bonnie Holzinger, the meeting adjourned at 8:40 p.m.
- The next meeting is at 8 p.m. Tuesday, Oct. 2, at the Breese Library.

Jean Steinman, President

Mary L. Heeren for Secretary Yvonne Ratermann