

Secretary's Report

January 5, 2000

The meeting was called to order at 8:05 p.m. by Kay Chawgo.

Trustees present: Kay Chawgo, Joyce Krechnyak, Mary Ann Shelton, Jim Sprengel, Dolores Krebs, and Judie Piwaronas.

Trustees absent: Mary Niebruegge, and Bill Berndsen.

Also attending: Jan Thomas, Librarian.

The minutes of the December 7, 1999 meeting were approved as submitted.

A motion to pay the bills was made by Joyce Krechnyak, and seconded by Dolores Krebs. Motion carried unanimously on a roll call vote.

It is agreed that Diane could forfeit 1 week and 1 day vacation to apply towards her debt. Judi P. made the motion, Joyce Krechnyak seconded. approved on a voice vote.

A motion was made to lease a computer from Gateway Business by Judi Piwaronas, seconded by Dolores Krebs at a monthly rate of \$30.00 to \$35.00. Motion carried unanimously on a roll call vote.

A motion was made to set Diane's salary at \$11.00 an hour, effective January 1, 2000. Motion made by Kay Chawgo, seconded by Judi Piwaronas. Motion carried on a roll call vote.

A motion was made to set Jan's salary at \$11.70 an hour, effective January 1, 2000. Motion made by Kay Chawgo, seconded by Judi P. Motion carried unanimously on a roll call vote.

Meeting time next month will be 7:00 p.m.

Meeting adjourned on a motion by Judi Piwaronas, seconded by Dolores Krebs at 9:00 p.m.

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Kay Chawgo, Acting President

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Jim Sprengel, Secretary



## SECRETARY'S REPORT

February 1, 2000

The meeting was called or order at 7:00p.m. by President, Bill Berndsen.

Trustees present: Bill Berndsen, Mary Niebruegge, Dolores Krebs, Kay Chawgo, Jim Sprengel, & Judi Piwaronas.

Trustees absent: Mary Ann Shelton, & Joyce Krechnyak.

Also attending: Jan Thomas, Librarian.

The minutes of the January 5, 2000 meeting were approved as submitted.

A motion to pay the bills was made by Kay Chawgo, and seconded by Mary Niebruegge. Motion carried on a roll call vote.

An Investment policy for the Library was reviewed.

A Technology Plan for the Library to be submitted to the State Library was reviewed.

Reviewed Chapter II, Governance & Administration & Chapter V, Reference Reader's Advisory & Bibliographic Instruction of Serving our Public Standards for Illinois Public Libraries.

Meeting adjourned at 8:28 p.m. on a motion by Kay Chagwo, and seconded by Judi Piwaronas.

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Bill Berndsen, President

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Jim Sprengel, Secretary



## SECRETARY'S REPORT

March 7, 2000

The meeting was called to order at 8:05 p.m. by President, Bill Berndsen.

Trustees present: Bill Berndsen, Joyce Krechnyak, Jim Sprengel, Mary Ann Shelton, Kay Chawgo, & Judi Piwaronas.

Trustees absent: Mary Niebruegge, and Dolores Krebs.

Also attending: Jan Thomas, Librarian

The minutes of the February 1, 2000 meeting were approved as submitted.

A motion to pay the bills was made by Kay Chawgo, and seconded by Joyce Krechnyak. Motion carried on a roll call vote.

The Librarian's report was reviewed.

An Investment Policy for the library was reviewed. A motion to approve the policy was made by Kay Chawgo, seconded by Joyce Krechnyak, and approved on a roll call vote.

A Technology Plan for the library was submitted to the State Library, and approved by Kathleen Bloomberg 2/28/2000.

The President appointed a nominating committee for officers for the board to report at the May meeting. The committee is Jim Sprengel, Mary Ann Shelton, & Judi Piwaronas.

A motion to adjourn the meeting at 8:30 p.m. was made by Kay Chawgo, seconded by Judi Piwaronas, motion carried.

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Bill Berndsen, President

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Jim Sprengel, Secretary



Secretary's Report  
April 4, 2000

The meeting was called to order at 8:05 p.m. by Kay Chawgo, acting President.

Trustees present: Jim Sprengel, Mary Niebruegge, Dolores Krebs, Mary Ann Shelton, Kay Chawgo, & Judi Piwaronas.

Trustees absent: Bill Berndsen, & Joyce Krechnyak.

Also attending: Jan Thomas, Librarian.

The minutes of the March 7, 2000 meeting were approved as submitted.

A motion to pay the bills was made by Judi Piwaronas, and seconded by Dolores Krebs, and approved on a roll call vote.

The Librarian's report was reviewed. There has been another "attack" of termites on an inner wall in the library. Carlyle Pest Control was called and the problem was eliminated. A grant program offered from the Illinois State Library for reference books was applied for in the amount of \$2,000.00.

Jan submitted Jerry Holzinger's name to the Mayor for appointment to the Library Board.

A motion to adjourn the meeting at 8:30 p.m. was made by Mary Ann Shelton and seconded by Judi Piwaronas. Motion carried.

Next meeting May 2, 2000.

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Kay Chawgo, Acting President

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Jim Sprengel, Secretary





Secretary's Report  
May 2, 2000

The meeting was called to order at 8:00 p.m. by President, Bill Berndsen.

Trustees present: Bill Berndsen, Joyce Krechnyak, Dolores Krebs, Mary Niebruegge, Kay Chawgo, Jim Sprengel, Mary Ann Shelton & Jerry Holzinger.

Trustees absent: Judi Piwaronas

Also attending: Jan Thomas, Librarian

The board welcomed new member Jerry Holzinger.

The minutes of the April 4, 2000 meeting were approved as submitted.

A motion to pay the bills was made by Kay Chawgo, and seconded by Joyce Krechnyak. Motion approved on a roll call vote.

The Librarians report was reviewed. The Lions Club donated \$100.00 which was used to purchase children's read-along books & cassettes for the library.

A motion was made to purchase a plaque to place in front of the tree donated in memory of Paul Roseberry by the Roseberry Family. Motion carried unanimously.

The Breese Chamber of Commerce donated \$250.00 to the Library in gratitude for services the library provided to the Chamber.

The Board went into executive session at 8:28 p.m.

Board resumed regular session at 8:31 p.m.

Jim Sprengel made a motion, seconded by Mary Ann Shelton to nominate by acclamation the slate of officers he presented. President, Bill Berndsen Vice President-Treasurer, Kay Chawgo, and Secretary Jim Sprengel. Motion carried unanimously.



Secretary's Report

May 2, 2000

Meeting adjourned at 8:38 p.m.

Next Meeting June 6, 2000 at 8:00 p.m.

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Bill Berndsen, President

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Jim Sprengel, Secretary



## SECRETARY'S REPORT

JUNE 6, 2000

The meeting was called to order at 8:00 p.m. by President Bill Berndsen.

Trustees present: Bill Berndsen, Judi Piwaronas, Dolores Krebs, Mary Niebruegge, Jim Sprengel, Jerry Holzinger, Mary Ann Shelton, and Kay Chawgo.

Trustees absent: Joyce Krechnyak.

Also attending: Jan Thomas, Librarian

The minutes of the May 2, 2000 meeting were accepted.

A motion to pay the bills was made by Judi P. seconded by Dolores K. Motion carried on a roll call vote.

The Librarian's report was reviewed.

Lewis & Clark Library System's annual meeting will be held Sunday July 23, 2000 from 4:00 - 7:00 p.m. at the Stonewolf Golf Club in Fairview Heights.

Our next meeting will be on Wednesday July 5, (Tues. July 4th, holiday).

Jan reported on a mini grant available to the library from the State Library called the Collection Connection in which we may purchase non-fiction and reference material in two areas to improve our collection. Kay Chawgo and Judi Piwaronas volunteered to help with this.



SECRETARY'S REPORT  
JUNE 6, 2000

Illinois State Library sent a compilation of comments on "What my Library means to me". Breese resident Cindy Grapperhaus' letter was included.

The President appointed a committee to review our By-laws and Policies. The committee is: Jerry Holzinger - Chair, Mary Ann Shelton, and Dolores Krebs.

An application for the per-capita grant from the State Library was reviewed and signed by the President & Secretary.

The possibility of a board picnic was discussed.

Meeting adjourned at 8:49 p.m. on a motion by Mary Ann Shelton, seconded by Kay Chawgo.

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Bill Berndsen, President

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Jim Sprengel, Secretary





## SECRETARY'S REPORT

July, 2000

The meeting was called to order at 8:09 p.m. by Kay Chawgo, Vice President.

Trustees present: Jerry Holzinger, Mary Ann Shelton, Jim Sprengel, Mary Niebruegge, Joyce Krechnyak, Kay Chawgo, & Bill Berndsen.

Trustees absent: Judi Piwaronas & Dolores Krebs.

Also attending: Jan Thomas, Librarian.

The minutes of the June 6th 2000 meeting were approved as submitted.

A motion to pay the bills was made by Joyce Krechnyak, seconded by Jerry Holzinger. Motion carried on a roll call vote.

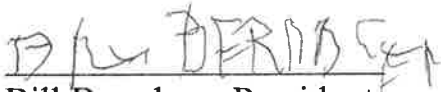
The Librarian's report was reviewed.

Bill Berndsen entered the meeting at 8:17 P.M.

By-laws committee has been reviewing the by-laws and will have a written report for next meeting.

A picnic for the board members, staff and spouses is scheduled for September 9, 2000 at the Breese Golf Course.

Meeting adjourned at 8:35 p.m. on a motion by Kay Chawgo, seconded by Mary Ann Shelton.



Bill Berndsen, President

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Jim Sprengel, Secretary



## SECRETARY'S REPORT

August, 2000

The meeting was called to order at 8:05 p.m. by President Bill Berndsen.

Trustees present: Bill Berndsen, Mary Ann Shelton, Mary Niebruegge, Joyce Krechnyak, Dolores Krebs, Jerry Holzinger, and Kay Chawgo.

Trustees absent: Judie Piwaronas and Jim Sprengel.

Also attending: Jan Thomas, Librarian

The minutes of the July, 2000 meeting were approved as submitted.

A motion to pay the bills was made by Kay Chawgo and seconded by Joyce Krechnyak. Motion carried on a roll call vote.

Jerry Holzinger presented the revised by-laws. Trustees are to review them and suggest changes at the September meeting. The Library's Policies must also be reviewed. Jan Thomas will begin that process.

Kay Chawgo previewed types of books being presented in a grant application. The Library will be requesting monies to add to the children's science reference collection as well as books to build an adult health collection. The grant application is due September 5. Judie Piwaronas and Jan Thomas will assist Chawgo in the application.

The Library dinner for board members, staff, and spouses is scheduled to begin at 6:30p.m. Saturday, September 16, at Bent Oak Golf Course.

The Librarians report was presented.

A resolution was received from the Library System honoring Paul Roseberry for his six years of service as a director. A copy was also sent to Mrs. Roseberry.



SECRETARY'S REPORT  
SEPTEMBER, 2000

The meeting was called to order at 8:00 p.m. by President, Bill Berndsen.

Trustees present: Bill Berndsen, Mary Niebruegge, Joyce Krechnyak, Jim Sprengel, Jerry Holzinger, Dolores Krebs, Judi Piwaronas, and Kay Chawgo.

Trustees absent: Mary Ann Shelton.

Also attending: Jan Thomas, Librarian.

The minutes of the August, 2000 meeting were approved as submitted.


A motion to pay the bills was made by Joyce Krechnyak, and seconded by Mary Niebruegge. Motion carried on a roll call vote.

The Librarian's report was reviewed.

A grant application for a microform reader/printer to be submitted to the State Library was reviewed.

The picnic is re-scheduled for 6:30 p.m. September 30, 2000, at Bent Oak Golf Course.

The meeting adjourned at 8:36 p.m. on a motion by Kay Chawgo, and a second by Dolores Krebs. Motion carried.

  
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Bill Berndsen, President

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Jim Sprengel, Secretary



## SECRETARY'S REPORT

October 3, 2000

The meeting was called to order at 8:08 p.m. by Kay Chawgo, Vice President.

Trustees present: Jerry Holzinger, Mary Niebruegge, Dolores Krebs, Jim Sprengel, Judi Piwaronas, & Kay Chawgo.

Trustees absent: Joyce Krechnyak & Mary Ann Shelton.

Also attending: Jan Thomas, Librarian.

The minutes of the September, 2000 meeting were approved as submitted.

A motion to pay the bills was made by Judi Piwaronas, and seconded by Dolores Krebs. Motion carried on a roll call vote.

President Bill Berndsen arrived at 8:10 p.m.

The Librarian's report was reviewed.

We received a letter from the Secretary of State stating that the library would receive a per capita grant in the amount of \$4,404.00 within the next few weeks.

Kevin Timmermann, city councilman entered the meeting at 8:30 p.m. He stated that the city would take care of the building.

The meeting adjourned at 8:40 p.m. on a motion by Kay Chawgo, seconded by Mary Niebruegge. Motion carried.

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Bill Berndsen, President

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Jim Sprengel, Secretary





## SECRETARY'S REPORT

November 7, 2000

The meeting was called to order at 8:02 p.m. by Kay Chawgo, Vice President.

Trustees present: Jerry Holzinger, Dolores Krebs, Judi Piwaronas, Joyce Krechnyak, Mary Niebruegge, Mary Ann Shelton, Kay Chawgo, and Jim Sprengel.

Trustees absent: Bill Berndsen

Also attending: Jan Thomas, Librarian.

The minutes of the October, 2000 meeting were approved as submitted.

A motion to pay the bills was made by Judi Piwaronas and seconded by Joyce Krechnyak. Motion carried on a roll call vote.

The Librarian's report was reviewed.

The carpet in the lounge area and children's room is showing signs of wear. The Librarian is to get 3 bids for new carpeting in these areas.

The policy committee reported they had some blanks that needed to be filled in on vacation time and sick leave. The board will discuss this further at the January meeting.

The date for the Christmas party is set for December 9, 2000 at Hasel's starting at 6:30 p.m.

Meeting was adjourned at 8:20 p.m. on a motion by Mary Ann Shelton, and a second by Dolores Krebs. Motion carried.

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Kay Chawgo, Vice President

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Jim Sprengel, Secretary



## SECRETARY'S REPORT

December 9, 2000

The meeting was called to order at 8:30 p.m. by President, Bill Berndsen.

Trustees present: Mary Ann Shelton, Jim Sprengel, Judi Piwaronas, Bill Berndsen, Kay Chawgo, Joyce Krechnyak, Dolores Krebs, and Mary Niebruegge.

Trustees absent: Jerry Holzinger

Also attending: Diane Holtgrave, Marge Winkeler, Kevin Timmermann, Mayor Don Maue and spouses of above mentioned.

The minutes of the November, 2000 meeting were approved as submitted.

The bills had been previously approved.

The Librarian's report was reviewed. One bid has been received from Rehkemper for replacement of carpeting in the lounge and children's room. This will be discussed at the January meeting. The library entered a tree in the Festival of Trees sponsored by the Junior's Club.

Kay Chawgo made a motion to close the library on December 23rd, seconded by Joyce Krechnyak. Motion approved on a voice vote.

Kevin Timmermann will be moving from the library committee to police committee. Deb Koetting will replace Kevin.

Meeting adjourned at 8:50p.m. on a motion by Kay Chawgo, and a second by Judi Piwaronas.

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Bill Berndsen, President

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Jim Sprengel, Secretary



## SECRETARY'S REPORT

JANUARY 2, 2001

The meeting was called to order at 8:00 p.m. by President, Bill Berndsen.

Trustees present: Bill Berndsen, Jerry Holzinger, Mary Ann Shelton, Judi Piwaronas, Jim Sprengel, Joyce Krechnyak, Dolores Krebs, Kay Chawgo, and Mary Niebruegge.

Trustees absent: none

Also attending: Jan Thomas, Librarian

The minutes of the December, 2000 meeting were approved as submitted.

The bills were approved on a motion by Judi Piwaronas, and a second by Kay Chawgo, and a unanimous roll call vote.

The bids on carpeting were reviewed. There are two bids, one from Rehkemper and one from Moss. Since there is a big discrepancy in the amount of carpeting needed Jan is to call and ask them to review their calculations, and resubmit bids.

The auditors report was reviewed. It was decided that the members review the report and have any questions ready for discussion at the next meeting.

Bill also suggested the board review the Board's by-laws and discuss this at the next meeting.

A letter was received from the Secretary of State stating our library was awarded a \$2,000.00 Library Services and Technology Act Collection Connection Grant. This grant will be used to purchase science and health related materials.

The meeting adjourned at 8:45p.m. on a motion by Mary Ann Shelton, and a second by Joyce Krechnyak.

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Bill Berndsen, President

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Jim Sprengel, Secretary



## SECRETARY'S REPORT

February 7, 2001

The meeting was called to order at 8:00 p.m. by President, Bill Berndsen.

Trustees present: Bill Berndsen, Jerry Holzinger, Mary Niebruegge, Jim Sprengel, Mary Ann Shelton, and Judi Piwaronas.

Trustees absent: Joyce Krechnyak, Dolores Krebs, and Kay Chawgo.

Also attending: Jan Thomas, Librarian.

The minutes of the January 2, 2001 meeting were approved as submitted on a motion by Jerry Holzinger.

The bills were approved on a motion by Jerry Holzinger and a second by Judi Piwaronas. A roll call vote to approve the bills was unanimous.

The Librarian's report was reviewed.

A motion was made to purchase an updated Smart Term software program by Mary Ann Shelton, seconded by Mary Niebruegge. Motion carried unanimously.

Mary Ann Shelton left the meeting at 8:20 p.m. and returned at 8:30p.m.

Mary Niebruegge made a motion to approve the By-laws, Mary Ann Shelton seconded. Motion carried on a roll call vote.

Mary Ann Shelton, Judi Piwaronas, and Jerry Holzinger volunteered to serve on a nominating committee for officers to serve the May 2001-April 2002 year.

The meeting adjourned at 8:54 p.m. on a motion by Mary Ann Shelton, and a second by Judi Piwaronas. Motion carried unanimously.

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Bill Berndsen, President

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Jim Sprengel, Secretary





## SECRETARY'S REPORT

March 6, 2001

The meeting was called to order at 8:00 p.m. by President Bill Berndsen.

Trustees present: Bill Berndsen, Jerry Holzinger, Jim Sprengel, Mary Ann Shelton, Kay Chawgo, Judi Piwaronas, Joyce Krechnyak, Mary Niebruegge, and Dolores Krebs.

Trustees absent: None

Also attending: Jan Thomas, Librarian


The minutes of the February 7, 2001 meeting were approved.

The bills were approved on a motion by Kay Chawgo, and a second by Jerry Holzinger. A roll call vote to approved the bills was unanimous.

The Librarian's report was reviewed. Jan displayed some damaged library material left in the book drop over the week-end. The flag had been detached from its ropes. There was a discussion concerning a grant program to work with family literacy with Kaskaskia College and Dist. 12. The library will look into getting a T-1 computer line hook-up.

The nominating committee presented the slate of officers for the May 2001-April, 2002 year. There are: President, Kay Chawgo, Vice President Dolores Krebs, Secretary, Jim Sprengel, Treasurer, Judi Piwaronas. Mary Ann Shelton made a motion to accept this slate, second by Jerry Holzinger. The motion carried on a unanimous voice vote. These officers will take charge May 1, 2001.

Meeting adjourned at 8:52 PM. on a motion by Joyce Krechnyak, second by Jerry Holzinger.

  
Bill Berndsen, President

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Jim Sprengel, Secretary



## SECRETARY'S REPORT

April 3, 2001

The meeting was called to order at 8:05 p.m. by President, Bill Berndsen.

Trustees present: Bill Berndsen, Jerry Holzinger, Jim Sprengel, Kay Chawgo, Joyce Krechnyak, Dolores Krebs, Mary Niebruegge, and Mary Ann Shelton.

Trustees absent: Judi Piwaronas.

Also attending: Jan Thomas, Librarian.


The minutes of the March 6, 2001 meeting were approved.

The bills were approved on a motion by Kay Chawgo, second by Mary Niebruegge. A roll call vote to approve the bills was unanimous.

Kay Chawgo made a motion to contribute \$320.00 to Breese Central High School for the Illinois Century Network in preparation of a DS3 computer line in which Breese Public Library will eventually be connected to. Seconded by Mary Ann Shelton. Motion carried unanimously.

The Board reviewed chapter II Governance & Administration, and chapter V- Services, in Serving our Public: Standards for Illinois Public Libraries. A few suggestions were made toward meeting certain standards.

The meeting adjourned at 8:45 p.m. on a motion by Kay Chawgo, seconded by Mary Ann Shelton.

  
Bill Berndsen, President

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Jim Sprengel, Secretary



A motion was made by Dolores Krebs, seconded by Mary Niebruegge to pay Jan Thomas \$2,542.00 and Diane Holtgrave \$595.34 for accumulated excess sick leave as of June 29, 2001. A roll call vote approved the motion unanimously.

A motion to adjourn the meeting at 9:02 p.m. was made by Joyce Krechnyak, and seconded by Mary Niebruegge.

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Kay Chawgo, President

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Jim Sprengel, Secretary



## SECRETARY'S REPORT

May 1, 2001

The meeting was called to order at 8:08 p.m. by President, Kay Chawgo.

Trustees present: Kay Chawgo, Jerry Holzinger, Jim Sprengel, Mary Ann Shelton, Judi Piwaronas, Joyce Krechnyak, Mary Niebruegge, Dolores Krebs, & Bill Berndsen.

Trustees absent: None

Also attending: Jan Thomas, Librarian.

The minutes of the April 3, 2001 meeting were approved.

The bills were approved on a motion by Bill Berndsen, second by Joyce Krechnyak. A roll call vote to approve the bills was unanimous.

The librarian had contacted some CPA's concerning an audit of the library's financial books. No action was taken. The city auditor will continue to audit our financial records.

Termites were discovered again in the front window of the Library and also the back door. Carlyle Pest Control was called to take care of the problem. Rolfingsmeier remodeling was also contacted to bid on repair of window and door.

The meeting adjourned at 8:44 p.m. on a motion by Dolores Krebs, and second by Judi Piwaronas.

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Kay Chawgo, President

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Jim Sprengel, Secretary





## SECRETARY'S REPORT

June 5, 2001

The meeting was called to order at 8:00 p.m by President, Kay Chawgo.

Trustees present: Jerry Holzinger, Jim Sprengel, Dolores Krebs, Kay Chawgo, Bill Berndsen, Judi Piwaronas, & Mary Ann Shelton.

Trustees absent: Mary Niebruegge, & Joyce Krechnyak.

Also attending: Jan Thomas, Librarian

The minutes of the May 1, 2001 meeting were approved.

The bills were approved on a motion by Bill Berndsen, second by Dolores Krebs. A roll call vote to approve the bills was unanimous.

A motion was made by Bill Berndsen, second by Jerry Holzinger that the library employees be paid twice monthly. The motion carried unanimously.

The Annual Report for the library was reviewed. Two copies were sent to the Lewis & Clark Library System and a disk copy was sent to the State Library.

The Summer worker through the Youth Development & Employment Program will start June, 18th.

A bid was received from Rolfingsmeyer Remodeling for the repair of the bay window and back door from damage from termites. Jan will call Rolfingsmeyer to start work as soon as possible. Deb Koetting was contacted about this and will pick up the bid to give to the city.

The Junior Women's Club purchased Ellison 2 inch alphabet dies for the Library.

The board decided to wait until October 6, to have the picnic at Bent Oak Golf Course. Bill B. & Kay C. will take care of the menu with Barb Jansen.

Meeting adjourned at 8:33 p.m on a motion by Judi P. and second by Dolores Krebs.



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Kay Chawgo, President

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Jim Sprengel, Secretary



SECRETARY'S REPORT  
JULY, 2001

The meeting was called to order at 8:05 p.m. by President, Kay Chawgo.

Trustees present: Bill Berndsen, Jerry Holzinger, Judi Piwaronas, Jim Sprengel, Mary Ann Shelton, and Kay Chawgo.

Trustees absent: Mary Niebruegge, Joyce Krechnyak, and Dolores Krebs.

Also attending: Jan Thomas, Librarian

All members in attendance at the meeting took the Oath of Office.

The bills were approved on a motion by Bill Berndsen, second by Jerry Holzinger. A roll call vote to approve the bills was unanimous.

Summer reading program, Feed Your Need to Read has started with 50 children in attendance.

Kaskaskia College has received a grant in conjunction with Elementary School Dist. # 12 and Breese Public Library entitled Family Success with Bess Wessling as director. The purpose of the Grant will be to develop Family literacy.

The per-capita grant was completed and signed, and will be sent off July 10<sup>th</sup>.

A motion was made by Judi Piwaronas to go into Executive session at 8:31 p.m., seconded by Bill Berndsen. Motion carried.

A motion to go out of executive session at 8:48 p.m. was made by Judi Piwaronas, seconded by Bill Berndsen. Motion carried.

Motion to adjourn at 8:49 p.m. by Judi Piwaronas, seconded by Mary Ann Shelton. Motion carried.

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Kay Chawgo, President

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Jim Sprengel, Secretary



## SECRETARY'S REPORT

AUGUST 7, 2001

The meeting was called to order at 8:05 p.m. by President, Kay Chawgo.

Trustees present: Kay Chawgo, Jerry Holzinger, Bill Berndsen, Jim Sprengel, Dolores Krebs, Joyce Krechnyak, and Mary Niebruegge.

Trustees absent: Mary Ann Shelton, & Judi Piwaronas.

The minutes were approved with correction.

The bills were approved on a motion by Jerry Holzinger, a second by Bill Berndsen, & a roll call vote approved the motion.

No librarian's report was available. Kay discussed several grants available for future discussion.

A motion was made to create a new pay grid based on a 5% increase in pay effective July 1, 2001, by Bill Berndsen second by Mary Niebruegge. The pay amounts are: Marge \$8.78, Diane \$12.81 and Jan \$13.29 per hour. A roll call vote was unanimous.

A motion to set the mileage rate for travel for library business at \$.30 per mile was made by Bill Berndsen, second by Joyce Krechnyak. Roll call vote was unanimous.

We have discussed sick leave, vacation leave, and funeral leave policies. The policies will be reviewed at the next meeting.

A motion to adjourn was made by Bill Berndsen, seconded by Jerry Holzinger. Motion approved. Meeting adjourned at 9:14 p.m.

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Kay Chawgo, President

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Jim Sprengel, Secretary





## SECRETARY'S REPORT

September 4, 2001

The meeting was called to order at 8:00 p.m. by President Kay Chawgo.

Trustees present: Bill Berndsen, Jerry Holzinger, Mary Ann Shelton, Jim Sprengel, Judi Piwaronas, Kay Chawgo, Dolores Krebs, Mary Niebruegge, & Joyce Krechnayk.

Trustees absent: none

Also attending: Jan Thomas, Librarian.

Minutes were approved as submitted.

The bills were approved on a motion by Bill Berndsen, second by Dolores Krebs. A roll call vote to approve the bills was unanimous.

Jan presented her librarian's report. Letters from Senator Frank Watson and State Representative Ron Stevens concerning a grant we received on a LSTA Collection Connection. A letter from the Bill & Melinda Gates foundation explaining their program for a partial library building grant in the amount of \$2,800.00 to purchase a computer. It was decided not to participate.

It was decided to have the October meeting on the 6th at the Bent Oak Golf Course to start at 6:30 p.m.

A motion to go into executive session was made by Jerry Holzinger, second by Joyce Krechnyak at 8:38 p.m.

A motion to leave executive session was made by Jerry Holzinger, second by Dolores Krebs at 8:53 p.m.

A motion was made by Jerry Holzinger, second by Bill Berndsen to approve the amended policy on sick leave, funeral leave, vacation, jury duty & voting privileges. A voice vote approved the motion.



SECRETARY'S REPORT  
OCTOBER 6, 2001

The meeting was called to order at 6:30 p.m. by President, Kay Chawgo.

Trustees present: Kay Chawgo, Jim Sprengel, Bill Berndsen, Mary Ann Shelton, Mary Niebruegge, Joyce Krechnyak, Dolores Krebs, & Jerry Holzinger.

Trustees absent: Judi Piwaronas.

Also attending: Marge & Joe Winkeler, Jane & Marvin Schulte, Deb Koetting, and spouses of above mentioned trustees.

Minutes of the previous meeting were approved.

The bills were approved on a motion by Joyce Krechnyak, second by Dolores Krebs, and a unanimous roll call vote.

Motion by Bill Berndsen, second by Dolores Krebs to purchase an overhead projector for \$249.00. Motion carried unanimously.

Kay read notes from Jan about centurians put on 3 of our computers. This prevents people from changing settings and putting things on the computer we do not want there. The cost of this was \$75.00 each. Also the T-1 line has been installed. More termites were found on the back wall. Carlyle Pest Control came and treated the outside and inside and looked for any additional trails, but found none. Angie Pollmann is interested in holding a reading class at the library starting in November on Thursday evenings and Saturday mornings. Deb Koetting called and said Dale Detmer will be installing a light outside west exit door soon. Mark Richter from Robert Marti, has picked up all reports to start on the audit. He is working at City Hall counsel room.

Mary Ann Shelton made a motion to adjourn the meeting at 6:51 p.m second by Jerry Holzinger. Motion carried.

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Kay Chawgo, President

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Jim Sprengel, Secretary



## SECRETARY'S REPORT

November 6, 2001

The meeting was called to order at 8:00 p.m. by President, Kay Chawgo.

Trustees Present: Bill Berndsen, Kay Chawgo, Dolores Krebs, Mary Niebruegge, & Mary Ann Shelton.

Trustees Absent: Joyce Krechnyak, Judi Piwaronas, Jerry Holzinger & Jim Sprengel.

Minutes of the previous meeting were approved.

The bills were approved on a motion by Bill Berndsen, second by Mary Niebruegge, and a unanimous roll call vote.

Dolores K. & Mary N. took their oath of office.

A motion to purchase the 2002 World Book Encyclopedia was made by Mary Ann Shelton, second by Dolores Krebs. Motion passed on a roll call vote.


Discussed getting new tile in front and back entry ways. Jan will check into this and report back next meeting. Also discussed savings account. Kay will check into this.

Mary Ann Shelton made a motion to purchase audio storage cases & Bill B. seconded. Motion passed on a unanimous roll call vote.

Christmas party was discussed. Since Hasel's has closed & the Golf Course is booked up until after the new year it was decided to postpone until January.

Meeting adjourned at 8:40 on a motion by Mary N. & second by Dolores Krebs.

Next meeting December 4th at 8:00 p.m.

  
Kay Chawgo, President

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Jim Sprengel, Secretary



## SECRETARY'S REPORT

December 4, 2001

The meeting was called to order at 8:00 p.m. by President, Kay Chawgo.

Trustees present: Kay Chawgo, Jerry Holzinger, Bill Berndsen, Dolores Krebs, Joyce Krechnyak, Mary Ann Shelton, Mary Niebruegge, Judi Piwaronas, and Jim Sprengel.

Trustees absent: none

Also attending: Jan Thomas, Librarian and Deb Koetting, Alderman.

Minutes of the previous meeting were approved.

The bills were approved on a motion by Joyce Krechnyak, second by Mary Niebruegge. Motion passed on a roll call vote.

A bid for installing tile in front and back entrances, and both bathrooms from Floor Fashions by Moss was reviewed. The cost is \$415.00 for bathrooms, and \$425.00 for entrances. Bill Berndsen made a motion to accept the bid, seconded by Dolores Krebs, and passed on a unanimous roll call vote.

Librarian reported the World Book Encyclopedias were received, and also a notification that the per-capita grant was accepted and the grant money in the amount of \$4,742.48 will be sent within the next 6-8 weeks.

Joyce Krechnyak took the Oath of Office as a library trustee.

Bill Berndsen made a motion to invest \$25,000.00 in a C.D. for 6 months at the bank with the most favorable rate. Seconded by Jerry Holzinger. Roll call was unanimous.

Library Board party was set for 2/2/02 at Bent Oak Golf Course starting at 6:30 p.m.

Meeting adjourned at 9:05 p.m. on a motion by Bill Berndsen, and a second by Dolores Krebs.

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Kay Chawgo, President

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Jim Sprengel, Secretary





# **BREESE PUBLIC LIBRARY**

## **SECRETARY'S REPORT**

January 2, 2001

The meeting was called to order at 8:00 p.m. by President Kay Chawgo.

Trustees present: Bill Berndsen, Mary Ann Shelton, Jerry Holzinger, Judie Piwaronas, and Kay Chawgo.

Trustees absent: Jim Sprengel, Mary Niebruegge, Joyce Krechnyak, and Dolores Krebs.

Also attending: Jan Thomas, Librarian

The minutes of the December, 2001 meeting were approved as submitted.

A motion to pay the bills was made by Jerry Holzinger and seconded by Bill Berndsen. Motion carried on a roll call vote.

Mary Niebruegge, Joyce Krechnyak, and Dolores Krebs arrived at 8:05 p.m.

Jan Thomas reported that the new flooring was installed on December 18. The library was closed on that date.

She also reported that SBC (Ameritech) is still billing the library for the 56K line. It should have been disconnected when the new T-line was installed. The bill now totals \$478.62, but Bill Stevens of the Lewis and Clark System has stated that it should not be paid. He is trying to get the matter corrected.

The System is distributing survey in which member libraries can list needs.

The Library dinner for board members, staff, and spouses is scheduled to begin at 6:30p.m. Saturday, February 2, at Bent Oak Golf Course.

The Board entered executive session on a motion by Jerry Holzinger and second by Joyce Krechnyak to discuss the vacation policy. The Board decided to do a more thorough search to clarify the employment dates of each employee. After determining those dates, the vacation policy will be reviewed for each employee.



## BREESE PUBLIC LIBRARY

After returning to the regular meeting, a motion was made by Bill Berndsen and seconded by Dolores Krebs to pay excess sick leave (over 240 hours) according to the new policy. Jan Thomas will receive \$119.70 for 18 hours @ \$6.65 (1/2 of \$13.29 salary rate). and Diane Holtgrave will receive \$173.07 for 27 hours @ \$6.41 (1/2 of \$12.81 salary rate).

Meeting adjourned at 8:50 p.m. on a motion by Judie Piwaronas and seconded by Mary Ann Shelton.

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Kay Chawgo, President

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Kay Chawgo, Acting Secretary



SECRETARY'S REPORT  
FEBRUARY 2, 2002

The meeting was called to order at 6:15 p.m. by President, Kay Chawgo.

Trustees present: Kay Chawgo, Bill Berndsen, Jerry Holzinger, Jim Sprengel, Joyce Krechnyak, Judi Piwaronas, Dolores Krebs, Mary Niebruegge, & Mary Ann Shelton.

Trustees absent: None

Also attending: Jan Thomas, Librarian, Don Maue, Mayor, Deb Koetting, Council member, Marge Winkeler, library clerk, and spouses.

The minutes of the January 2, 2002 meeting were accepted as submitted.

A motion to pay the bills was made by Bill Berndsen, seconded by Joyce Krechnyak. Motion carried on a roll call vote.

Jan reported that the bar code reader is in need of replacement. A motion by Jerry H. seconded by Dolores K. to replace the reader at a cost of \$180.00. Motion passed on a unanimous roll call vote.

Jan passed around flyers informing trustees of the Illinois Library Association Trustee Forum on March 1st & 2nd in Lisle, Illinois.

Motion to adjourn was made by Dolores K. & seconded by Mary Niebruegge at 7:07 p.m. Motion carried.

Next meeting March 5, 2002.

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Kay Chawgo, President

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Jim Sprengel, Secretary



## SECRETARY'S REPORT

March 5, 2002

The meeting was called to order at 8:02 p.m. by President, Kay Chawgo.

Trustees present: Kay Chawgo, Judi Piwaronas, Mary Ann Shelton, Bill Berndsen, Jerry Holzinger, Jim Sprengel and Mary Niebruegge.

Trustees absent: Dolores Krebs, and Joyce Krechnyak.

Also attending: Breese Historical Society members, Barb Richter, Norville Kreke, and Virginia Wagner.

The minutes of the February 2, 2002 meeting were accepted as submitted.

A motion to pay the bills was made by Bill B. and seconded by Jerry H. Motion carried on a roll call vote.

A committee from the historical society was present to discuss the need for a microfilm reader/printer for adults and students to use in research.

Jan wrote a comment saying that there is a cracked tile in the back entrance that needs to be replaced. She called Floor Fashions by Moss and they will come in to replace it in the near future.

One public library trustee will be up for election on the Lewis & Clark Library System board. A nomination form was sent, but no one was interested.

Motion by Bill Berndsen to adjourn at 8:45 p.m., second by Judi Piwaronas.

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Kay Chawgo, President

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Jim Sprengel, Secretary





SECRETARY'S REPORT  
APRIL 2, 2002

The meeting was called to order at 8:00 p.m. by President, Kay Chawgo.

Trustees present: Kay Chawgo, Mary Ann Shelton, Joyce Krechnyak, Dolores Krebs, Mary Niebruegge, Bill Berndsen, Jerry Holzinger, and Jim Sprengel.

Trustees absent: Judi Piwaronas

Also attending: Jan Thomas, Librarian.

The minutes of the March 2, 2002 meeting was accepted.

Bill Berndsen made a motion to pay the bills, Dolores Krebs seconded. Motion carried on a unanimous roll call vote.

Requirements for the Per-capita Grant have been received by Jan.

The Board reviewed nominees for public library trustee at large representation and school library representation on the Lewis & Clark Library System Board. The ballot was cast and sent to the system board.

Lewis & Clark sent a note concerning Illinois State Library's Annual Trustee teleconference scheduled for April 27th from 10:00 a.m. - 12:00 p.m.

A nominating committee for election of officers include Mary Ann Shelton, Bill Berndsen, & Jerry Holzinger was appointed by the President.

A Memo from Bill Stevens was read about uninterruptible power supply units that protect networking equipment. It was decided not to pursue this since Breese has a backup generator.

A motion to go into executive session was made by Joyce Krechnyak, second by Mary Niebruegge. Motion carried. Board entered executive session at 8:30 p.m. to discuss personnel.



A motion to return to regular session at 8:41 p.m. was made by Bill Berndsen, second by Jerry Holzinger. Motion carried.

A motion to accept the report of the IMRF Statement of Account as of December 31, 2001 for Jan Thomas was made by Jerry Holzinger, second by Dolores Krebs. Motion carried unanimously. (report attached to these minutes.)

Motion to adjourn at 8:50 p.m. was made by Joyce Krechnyak, second by Mary Ann Shelton. Motion carried.

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Kay Chawgo, President

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Jim Sprengel, Secretary



SECRETARY'S REPORT  
MAY 7, 2002

The meeting was called to order at 8:01 p.m. by President, Kay Chawgo.

Trustees present: Kay Chawgo, Jerry Holzinger, Bill Berndsen, Jim Sprengel, Mary Ann Shelton, Mary Niebruegge, Dolores Krebs, Joyce Krechnyak, and Judi Piwaronas.

Trustees absent: None

Also attending: Jan Thomas

The minutes of the April, 2002 meeting were accepted.

A motion to pay the bills was made by Bill Berndsen, second by Jerry Holzinger. Motion carried on a roll call vote.

Mary Ann Shelton made a motion to re-elect the present slate of officers by acclamation, second by Mary Niebruegge. Motion carried unanimously. Officers are Kay Chawgo, President, Dolores Krebs, Vice-President, Judi Piwaronas, Treasurer, and Jim Sprengel, Secretary.

Bids for a built-in cabinet for the computer at the check-out desk were reviewed. A bid from Ken Schonhoff was received at an estimate cost of \$750.00. Judi Piwaronas made a motion to accept the bid, second by Joyce Krechnyak. Motion carried on a roll call vote.

A letter from Lewis & Clark Library System was discussed concerning the change the State Library is making in non-resident cards. No action was taken.



SECRETARY'S REPORT  
MAY 7, 2002

Motion to adjourn by Mary Ann Shelton, second by Dolores Krebs. Meeting adjourned at 8:35 p.m.

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Kay Chawgo, President

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Jim Sprengel, Secretary





SECRETARY'S REPORT

June, 2002

The meeting was called to order at 7:59 p.m. by President, Kay Chawgo.

Trustees present: Kay Chawgo, Jerry Holzinger, Judi Piwaronas, Bill Berndsen, Jim Sprengel, Dolores Krebs, Mary Niebruegge, Joyce Krechnyak, & Mary Ann Shelton.

Trustees absent: None

Also Attending: Jan Thomas, Librarian

A quorum was established, and the agenda approved.

The minutes of the May, 2002 meeting were accepted.

A motion to pay the bills was made by Bill Berndsen, second by Mary Niebruegge. Motion carried on a roll call vote.

There was a discussion on non-resident cards. The decision was made to sell non-resident cards effective July 1, 2002 at a fee of \$62.00, on a motion by Dolores Krebs, second by Joyce Krechnyak. Motion approved on a roll call vote.

Committees were appointed:

Finance: Judi Piwaronas; Chair, Jerry Holzinger, and Jim Sprengel.

Books: Mary Ann Shelton: Chair, Joyce Krechnyak, Bill Berndsen, and Kay Chawgo.

Building & Grounds: Jerry Holzinger; Chair, Dolores Krebs, & Mary Niebruegge.

Present board members & terms:

Kay Chawgo	July, 2004	Joyce Krechnyak	July, 2003
Dolores Krebs	July, 2003	Mary Ann Shelton	July, 2002
Judi Piwaronas	July, 2004	Mary Niebruegge	July, 2002
Jim Sprengel	July, 2003		
Bill Berndsen	July, 2004		
Jerry Holzinger	July, 2003		



Life -line screening was discussed. It was decided not to provide space for this service.

The memorial tree from the Roseberry family is doing well but still has the cylinder around it. Jan will call Mark Koch from the forestry department and get his advice on this. Also call Lager Monument about the stone.

Discussed the LP record collection which is taking up space and not being used. Jerry Holzinger will get the name of a man from Highland who buys old albums and give to Jan to contact.

Jan will try to find a sample telephone policy when a quorum cannot be established, and report for next meeting.

Summer reading program sign up has begun "Reading Rocks" will start July 1, 2002, with a limit of 50 children.

The Annual Report was signed & will be sent as soon as additional information is received from the system.

It was decided not to get a signature stamp for the either the President, or Treasurer.

Meeting adjourned at 8:59 p.m. on a motion by Mary Ann Shelton, second by Joyce Krechnyak.

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Kay Chawgo, President

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Jim Sprengel, Secretary



SECRETARY'S REPORT  
JULY 2, 2002

The meeting was called to order at 8:00p.m. by President, Kay Chawgo.

Trustees present: Kay Chawgo, Judi Piwaronas, Jerry Holzinger, Bill Berndsen, Jim Sprengel, Mary Ann Shelton, Joyce Krechnyak, Dolores Krebs, and Mary Niebruegge.

Trustees absent: None

Also attending: Jan Thomas, Librarian and City Council member Debbie Koetting.

A quorum was established, and the agenda approved with the addition of Oath of office for trustees, and termite discussion.

The minutes of the June, 2002 meeting were approved.

A motion to pay the bills was made by Bill Berndsen, seconded by Jerry Holzinger. Motion carried on a roll call vote.

Lager Monument donated the plaque for the Roseberry tree.

So far there is no interest in the vinyl record collection.

The City Council has written off the remaining loan debt to the city for the library.

An amendment to the by-laws concerning a quorum, phone calls to approve action was approved.

The building and grounds committee will look into replacing the landscaping in front of the library.

The library is still having termite infestation problem. Jerry Holzinger will investigate possible solutions.

All members read and signed their oath of office as library trustees.



## SECRETARY'S REPORT

JULY 2, 2002

Mary Ann Shelton made a motion to donate our vinyl records to St. Joseph's Hospital book fair. Second by Judi Piwaronas. Motion carried on a voice vote.

Motion to enter executive session at 8:35 p.m. was made by Judi Piwaronas.

Motion to return to regular session by Jerry Holzinger, second by Joyce Krechnyak at 8:43 p.m.

The budget committee will meet July 9, 2002 at 1:00 p.m.

Motion to adjourn was made by Bill Berndsen, second by Mary Ann Shelton. Meeting adjourned at 8:45 p.m.

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Kay Chawgo, President

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Jim Sprengel, Secretary





## SECRETARY'S REPORT

August 6, 2002

The meeting was called to order at 8:03 p.m. by President , Kay Chawgo.

Trustees present: Kay Chawgo, Judi Piwaronas, Jim Sprengel, Bill Berndsen  
Joyce Krechnyak, Jerry Holzinger, Mary Niebruegge, and Mary Ann  
Shelton.

Trustees absent: Dolores Krebs

Also attending: Jan Thomas, Librarian

A quorum was established, and the agenda was amended to include  
committee reports.

The minutes of the July, 2002 meeting were approved.

A motion to pay the bills was made by Bill Berndsen, second by Mary  
Niebruegge. Motion carried on a roll call vote.

Jan received a letter from the Illinois State Library concerning a renewal of  
the OCLC services. The renewal agreement was signed by President  
Chawgo and returned.

The Secretary of State/State Librarian has notified the Librarian that the  
Library will receive a FY 2003 Family Literacy Grant in the amount of  
\$34,160.00. This grant is with Kaskaskia College and Elementary School  
District # 12.

Jerry Holzinger reported on his work concerning the termite problem.  
The city will pay for the initial installation by Terminix with the library  
paying the yearly service charge of \$400.00. Jerry also discussed the  
installation of a night light on the west side of the library. There may  
be a small landscaping project behind the old fire department building.

Jan reported that the copy machine needs replacement. An attempt will  
be made to contact a salesman and have a demonstration of possible  
replacement machines.

A motion to go into executive session was made by Joyce Krechnyak at



8:43 p.m., seconded by Mary Niebruegge.

A motion to go out of executive session was made by Joyce Krechnyak at 9:05 p.m. second by Bill Berndsen.

A motion was made by Judi Piwaronas second by Jerry Holzinger to grant the library employees a 3% annual raise effective July 1, 2002. Roll call vote unanimous.

Judi Piwaronas made a motion to adjourn at 9:08 p.m. second by Mary Ann Shelton.

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Kay Chawgo, President

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Jim Sprengel, Secretary



## SECRETARY'S REPORT

September 2, 2002

The meeting was called to order at 8:00 p.m. by President, Kay Chawgo.

Trustees present: Kay Chawgo, Mary Niebruegge, Mary Ann Shelton, Bill Berndsen, Jim Sprengel, Jerry Holzinger, Dolores Krebs, Joyce Krechnyak, and Judie Piwaronas.

Trustees absent: none

Also attending: Jan Thomas, Librarian

A quorum was established and agenda approved.

The minutes of the August 6, 2002 meeting were approved.

A motion to pay the bills was made by Bill Berndsen, seconded by Jerry Holzinger. Motion carried on a roll call vote.

Librarians Report: When cleaning the storage room we discovered some old checks and bank statements dated 1987-92. Jan will call the system and ask about procedure to destroy these. Also a request was made by Angie Pollmann to use the children's room to hold a kindermusik class, this was approved by the board.

Building committee: Jerry Holzinger reported on things needed to be done at the library. Tear out and replace landscaping, trim trees, power wash outside of building, replace lettering on exterior, replace carpet in back hallway and study rooms with tile, repair water fountain, repair or replace back door, buy an outside trash can, and move bicycle rack. He will take care of asking the city workers for help, and also getting bids on the tile.

Finance Committee: Bill reported on literature received from Illinois State Treasurer's office on money market funds, and prime funds. He called and asked for current interest rate. It was decided we could get a better rate locally.



## SECRETARY'S REPORT

September 2, 2002

Copy machine bids: Office Environments offers Ricok AF1C10 1015 with ADF feeder for \$2,120.00 with service agreement.

Gary Restoff - Sharp AR164 for \$3,097.00 to buy outright or lease for 30 months at \$97.51 or 60 month lease for \$66.18. It was decided to invite salesmen to next meeting for a demonstration.

A motion to adjourn was made by Bill Berndsen, seconded by Judie Piwaronas at 8:42 p.m.

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President, Kay Chawgo

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Secretary, Jim Sprengel





Secretary's Report for October 1, 2002

The meeting was called to order at 8 p.m. by President Kay Chawgo.

Trustees Present: Kay Chawgo, Mary Niebruegge, Mary Ann Shelton, Bill Berndsen, Jerry Holzinger, Dolores Krebs and Judie Piwaronas.

Trustees Absent: Jim Sprengel and Joyce Krechnyak.

Also attending: Diane Holtgrave, Assistant Librarian and Deb Koetting from City Council.

A quorum was established and agenda approved.

The minutes of the September 2, 2002 meeting were approved.

A motion to pay the bills was made by Dolores Krebs and seconded by Judie Piwaronas. Motion carried on a roll call vote.

The treasurer reported that a check for \$46,000 was received. It is the 2<sup>nd</sup> distribution of the 2001 property taxes.

Gary Restoff was present to give a presentation regarding purchase of a new copy machine for the library. A discussion ensued as to whether we should buy or lease. The lease would be \$48.00 a month for the service agreement for 2000 copies a month. This includes all parts and labor. It does not include paper used. A motion was made by Bill Berndsen to lease the copier for 30 months with the service agreement. Seconded by Jerry Holzinger. Motion carried on a roll call vote.

Motion was made by Jerry Holzinger to raise the copy price to 25 cents per copy. Seconded by Bill Berndsen. Motion carried by unanimous vote.

Jerry Holzinger reported that he had contacted Lawns Unlimited and Three Way Creations regarding landscaping. They have not responded as yet to his queries. Whenever they get back to Jerry, the board will do a phone survey of the board members as to their thoughts on the landscaping project. Jerry also reported on his list of minor repairs that need done by the city.

The Terminex man reported to the librarian that there was no termite activity at this time.

The upcoming board dinner was discussed. October 19 is out. Too many members cannot attend on that date. Kay Chawgo will check with Bent Oak on alternative available dates.

Motion was made by Jerry Holzinger to adjourn at 8:50. Seconded by Bill Berndsen. Motion carried by unanimous vote.



## SECRETARY'S REPORT

November 8, 2002

The meeting was called to order at 8:04 p.m. by President, Kay Chawgo.

Trustees present: Kay Chawgo, Mary Niebruegge, Mary Ann Shelton, Bill Berndsen, Jerry Holzinger, Dolores Krebs, Judie Piwaronas, Jim Sprengel, and Joyce Krechnyak.

Trustees absent: none

Also attending: Jan Thomas, Librarian, Diane Holtgrave, Assistant Librarian, Marge Winkeler, Clerk, Don Maue, Mayor, Marvin and Jane Schulte, and spouses.

A quorum was established and the agenda approved.

Minutes of the previous meeting were approved. A motion to pay the bills was made by Dolores Krebs and seconded by Bill Berndsen. Motion carried on a roll call vote.

Librarians report: Jan asked about getting a cordless phone for the library. Permission was granted.

Jerry Holzinger reported on landscaping program. No action.

Financial committee recommended renewing C.D. for minimum period. A motion to do so was made by Judie P., seconded by Jerry H. and approved on a roll call vote.

Motion to adjourn was made by Judie Piwaronas, second by Joyce Krechnyak. Motion carried.

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Kay Chawgo, President

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Jim Sprengel, Secretary



## SECRETARY'S REPORT

December 3, 2002

The meeting was called to order at 8:04 p.m. by President, Kay Chawgo.

Trustees present: Judi Piwaronas, Jerry Holzinger, Jim Sprengel, Mary Niebruegge, Dolores Krebs, Mary Ann Shelton, and Kay Chawgo.

Trustees absent: Joyce Krechnyak, & Bill Berndsen.

Also attending: Jan Thomas, Librarian.

A quorum was established and the agenda approved.

Minutes of the previous meeting were approved.

A motion to pay the bills was made by Jerry Holzinger, second by Mary Niebruegge. Motion carried on a roll call vote.

Librarian's report: a trash receptacle purchase was discussed. An application for a per capita grant from the State library which involves long range planning was discussed.

Building committee reported that landscaping has been pretty much completed. More shelving is needed. The librarian will investigate pricing of shelving units. The president will price replacement furniture for the lounge area.

Mary Ann Shelton made a motion to select a new computer for the office, second by Dolores Krebs, roll call vote was unanimous. It was decided to follow the usual Christmas and New Year closing schedule.

Motion to adjourn by Dolores K. and seconded by Mary Niebruegge. Meeting adjourned at 8:54 p.m.

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Kay Chawgo, President

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Jim Sprengel, Secretary



**SECRETARY'S REPORT  
JANUARY 2003**

The meeting was called to order at 8:00 p.m. by President, Kay Chawgo.

Trustees Present: Kay Chawgo, Jerry Holzinger, Jim Sprengel, Bill Berndsen, Mary Niebruegge, and Dolores Krebs.

Trustees absent: Joyce Krechnyak, Judi Piwaronas, and Mary Ann Shelton.

Also attending: Jan Thomas, Librarian, and Deb Koetting, City Council.

A quorum was established and the agenda approved.

Minutes of the previous meeting were approved.

Treasurer's report was presented. A motion to pay the bills was made by Bill Berndsen, seconded by Jerry Holzinger, and approved on a roll call vote.

Librarian's report: Per capita grant money was received in the amount of \$5,060.00. A letter from the Clinton County Treasurer was read asking if we would like a direct deposit for our property tax check. It was decided to do this.

A motion to accept Diane's unused vacation days in the amount of \$910.00 toward repayment of insurance cost was made by Mary Niebruegge, seconded by Dolores Krebs and passed on a unanimous roll call vote.

Jerry Holzinger reported that the trash receptacle was ordered and will be in soon. City agreed to pay for this. The city also paid for repair on back hallway door and repair of the water cooler. Landscaping has been completed at the city's expense. Bids for putting in tile in back hallway and study rooms were discussed and it was decided to award the bid to Interiors on Main in the amount of \$614.06. Motion was made by Jerry Holzinger, seconded by Bill Berndsen. Motion carried on a roll call vote.

It was decided to file an application for a grant to Illinois Clean Energy Community Foundation for an upgrade of our lighting system.

A motion to purchase from Breese Salvage, 2 end tables, 1 coffee table, 2 wing chairs and a sofa for a total of \$1,636.00 plus fabric treatment for \$120.00 was made by Bill Berndsen, seconded by Dolores Krebs and passed on unanimous roll call vote.

A motion to pay for excess sick leave for Jan Thomas \$431.55 and for Diane Holtgrave, \$356.40 was made by Jerry Holzinger, seconded by Bill Berndsen. Motion carried on a roll call vote.





**SECRETARY'S REPORT**  
**JANUARY 2003**

**A motion to purchase a printer for the computer in the office was made by Dolores Krebs, seconded by Mary Niebruegge and passed on a roll call vote.**

**Motion to adjourn was made by Jerry Holzinger, seconded by Dolores Krebs.  
Meeting adjourned at 8:35 p.m.**

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**Kay Chawgo, President**

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**Jim Sprengel, Secretary**

Jan



SECRETARY'S REPORT  
FEBRUARY 4, 2003

The meeting was called to order at 8:04 p.m. by President, Kay Chawgo.

Trustees present: Bill Berndsen, Jim Sprengel, Judi Piwaronas, Mary Ann Shelton, Kay Chawgo, Joyce Krechnyak, Dolores Krebs, and Mary Niebruegge.

Trustees absent: Jerry Holzinger

Also attending: Diane Holtgrave, Assistant Librarian.

A quorum was established and the agenda approved.

Minutes of the previous meeting were approved.

Treasurer's report was presented. A motion to pay the bills was made by Bill Berndsen, seconded by Dolores Krebs, approved on a roll call vote.

Bill Berndsen made a motion to put \$25,000.00 in a short term C.D., second by Dolores Krebs. Motion carried.

Breese Lion's Club donated \$575.00 for the purchase of large-print books.

Motion to adjourn at 8:30 p.m. was made by Judi Piwaronas, second by Mary Ann Shelton. Motion carried.

Next meeting March 4, 2003.

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Kay Chawgo, President

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Jim Sprengel, Secretary



**Secretary's Report  
March 4, 2003**

**The meeting was called to order at 8:00 p.m. by President, Kaye Chawgo.**

**Trustees present: Bill Berndsen, Judi Piwaronas, Jerry Holzinger, Joyce Krechnyak, Delores Krebs, Kaye Chawgo, Mary Niebruegge, Mary Ann Shelton, and Jim Sprengel.**

**Trustees absent: none**

**Also Attending: Jan Thomas, Librarian, and Debbie Koetting, City Council Representative for the Library.**

**A quorum was established and the agenda approved.**

**Minutes of the previous meeting were approved.**

**Treasurer's report was approved. A motion to pay the bills was made by Bill Berndsen, seconded by Delores Krebs. Approved on a roll call vote.**

**Librarian's Report: LCLS is seeking nominations for representatives to serve on the system board. No one expressed any interest. Also talked about letter from Community Link-no action taken.**

**Jerry Holzinger reported that Illinois Clean Energy is awarding a grant of \$3,360.00 for lighting improvement in the library. The local match cost will be \$2,934.00 for a total cost of \$6,294.00. Deb Koetting will set up a meeting with Mayor Maue, Jerry and Jan to discuss this.**

**A microfilm reader/printer was discussed and it was decided to further investigate the possibility of purchasing a reader/printer.**

**It was decided that the librarian could purchase a shovel and sweeper.**

**Motion to adjourn by Jerry Holzinger, seconded by Delores Krebs.**

**Adjourn at 8:43 p.m.**

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**Kay Chawgo, President**

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**Jim Sprengel, Secretary**



## SECRETARY'S REPORT

April 1, 2003

The meeting was called to order at 8:00 p.m. by President, Kay Chawgo.

Trustees present: Kay Chawgo, Judi Piwaronas, Jerry Holzinger, Jim Sprengel, Bill Berndsen, Dolores Krebs, Mary Niebruegge, and Mary Ann Shelton.

Trustees Absent: Joyce Krechnyak

Also attending: none

A quorum was established and the agenda approved.

Minutes of the previous meeting were approved.

Treasurer's report was approved. A motion to pay the bills was made by Bill Berndsen, second by Dolores Krebs, and approved on a roll call vote.

A motion to participate in a grant with Illinois Clean Energy to update the electric light system of the library to improve the efficiency of the lighting system was made by Jerry Holzinger, second by Bill Berndsen. Motion carried on a roll call vote.

A motion to have the exterior of the library cleaned and library sign refinished was made by Judi Piwaronas, second by Dolores Krebs. Motion carried on a roll call vote.

The board selected: Susan Huber, Michael Campese, Norman A. Schiller, & James Fenton as trustees for the Lewis & Clark Library System Board.

Mary Ann Shelton made a motion to adjourn. Meeting adjourned at 8:25 p.m.

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Kay Chawgo, President

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Jim Sprengel, Secretary





## SECRETARY'S REPORT

May 6, 2003

The meeting was called to order at 7:59 p.m. by President, Kay Chawgo.

Trustees present: Kay Chawgo, Jerry Holzinger, Dolores Krebs, Mary Niebruegge, Bill Berndsen, Jim Sprengel, and Joyce Krechnyak.

Trustees absent: Mary Ann Shelton and Judi Piwaronas.

Also attending: Jan Thomas, Librarian and Deb Koetting, City Council.

A quorum was established and the agenda approved.

Minutes of the previous meeting was approved.

Treasurer's report was approved. A motion to pay the bills was made by Dolores Krebs, seconded by Mary Niebruegge, and approved on a roll call vote.

Librarian's report: A letter from County Treasurer was received stating tax money will be late this year. Lighting grant has been approved and work should start soon.

A motion to re-elect the present slate of officers and committee members was made by Jerry Holzinger, second by Joyce Krechnyak. Motion carried on a voice vote.

Officers for the 2003-2004 fiscal year include: Kay Chawgo, President, Dolores Krebs, Vice-President, Jim Sprengel, Secretary, and Judi Piwaronas, Treasurer.

Motion to adjourn was made by Joyce Krechnyak, second by Mary Niebruegge. Meeting adjourned at 8:13 p.m.

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Kay Chawgo, President

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Jim Sprengel, Secretary



## SECRETARY'S REPORT

June 3, 2003

The meeting was called to order at 8:00 p.m. by President, Kay Chawgo.

Trustees present: Kay Chawgo, Jerry Holzinger, Bill Berndsen, Dolores Krebs, Mary Niebruegge, Mary Ann Shelton, Joyce Krechnyak, and Judie Piwaronas.

Trustees absent: Jim Sprengel

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda approved.

Minutes of the previous meeting were approved.

Treasurer's report was approved. A motion to pay the bills was made by Bill Berndsen, second by Dolores Krebs. Approved on a roll call vote.

Dolores brought the pictures that were taken at the last meeting. Since all board members were not present, it was decided to take them over before the July meeting in black and white instead of color.

Discussed the leased copier and decided to ask the sales representative to attend the next board meeting with questions.

Librarian's report was presented. Jan finished the annual report and this was distributed. After the board reviewed it was signed by the President and Secretary and sent to the library system and the City of Breese.

Lighting upgrade has been completed by Nu Way Lighting and Jan wrote a letter to the Illinois Clean Energy Community Foundation requesting the grant money be sent to the Breese Public Library.

Discussed the money left in checking account. We have two c.d.'s and it was decided to cash one in upon maturity date.



## SECRETARY'S REPORT

June 3, 2003

A motion was made by Dolores Krebs, second by Mary Niebruegge to offer non-resident cards for another year effective July 1, 2003 at the rate of \$62.00 a year. Motion approved on a roll call vote.

Since July 4th falls on a Friday this year the board decided to close the library on the 5th also.

Meeting adjourned on a motion by Mary Ann Shelton, second by Joyce Krechnyak.

Next meeting July 1, 2003.

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Kay Chawgo, President

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Judie Piwaronas, Acting Secretary

June



## Secretary's Report

July 1, 2003

The meeting was called to order at 8:01 p.m. by President, Kay Chawgo.

Trustees present: Jerry Holzinger, Judi Piwaronas, Dolores Krebs, Joyce Krechnyak, Mary Niebruegge, Jim Sprengel, Kay Chawgo, Bill Berndsen, and Mary Ann Shelton.

Trustees absent: None

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda approved.

Treasurer's report was approved. A motion to pay the bills was made by Joyce Krechnyak, seconded by Mary Niebruegge, and approved on a roll call vote.

Librarian's report: Discussion of leasing problems with copier. Received check from the Illinois Clean Energy Commission for final payment for lighting upgrade in the amount of \$3,360.00. Per Capita Grant has been completed and signed and will be sent off tomorrow to the Illinois State Library. A letter was received from Susan Lucco, director of Lewis & Clark Library System stating that their state funding will be cut by 14.5%.

Jerry Holzinger reported that the front of the building has been power washed, Breese Public Library sign repainted and additional painting has been completed.

Motion to go into executive session was made by Judi Piwaronas, seconded by Dolores Krebs at 8:39 p.m. to discuss personnel.

Motion by Bill Berndsen to leave executive session, second by Jerry Holzinger at 8:49 p.m.

It was decided to have a finance committee meeting to be called by Treasurer.

Mary Ann Shelton made a motion to adjourn, second by Dolores Krebs.





Secretary's Report  
July 1, 2003

Adjourned at 8:53 p.m.

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Kay Chawgo, President

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Jim Sprengel, Secretary



Secretary's Report  
August 5, 2003

The meeting was called to order at 8:00 p.m. by President, Kay Chawgo.

Trustees present: Kay Chawgo, Judi Piwaronas, Jim Sprengel, Jerry Holzinger, Bill Berndsen, Mary Ann Shelton, Dolores Krebs, Joyce Krechnyak, and Mary Niebruegge.

Trustees absent: none

Also attending: John Ratermann, and Barbara Von Alst.

A quorum was established and the agenda approved.

Minutes of the previous meeting were approved.

Treasurer's report was approved. A motion to pay the bills was made by Bill Berndsen, seconded by Dolores Krebs and approved on a roll call vote.

Librarians Report: Summer reading program has been very successful.

Motion made by Jerry Holzinger to accept the donation of a micro-film reader printer from the Breese Historical Society to be maintained by the Breese Library and available for public use, second by Bill Berndsen and approved on a unanimous roll call vote.

Motion to go into executive session at 8:31 p.m. by Judi Piwaronas, second by Joyce Krechnyak.

Motion to leave executive session at 8:45 p.m. made by Dolores Krebs, second by Joyce Krechnyak.

Motion by Judi Piwaronas to give all employees a 3% increase in salary, effective July 1, 2003, second by Bill Berndsen, and approved on a unanimous roll call vote.



Motion to adjourn made by Judi Piwaronas, second by Mary Ann Shelton.  
Meeting adjourned at 8:49 p.m.

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Kay Chawgo, President

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Jim Sprengel, Secretary

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## SECRETARY'S REPORT

September 2, 2003

The meeting was called to order at 8:03 p.m. by president, Kay Chawgo.

Trustees present: Bill Berndsen, Jim Sprengel, Jerry Holzinger, Judie Piwaronas, Mary Ann Shelton, Joyce Krechnyak, Dolores Krebs, and Kay Chawgo.

Trustees absent: Mary Niebruegge

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda approved, with the addition of discussion on the microfilm reader-printer.

Minutes of the previous meeting were approved.

Treasurer's report was approved. A motion to pay the bills was made by Bill Berndsen, seconded by Jerry Holzinger, and approved on a roll call vote.

Librarian's report: The roof is leaking in back foyer, Jan called the mayor and he will send someone to repair. The audit report for the year ending April 30, 2003 was reviewed and accepted.

Minimum wage rate discussed, will increase to \$6.50 by January, 2004. Jan passed out Open Meeting Act changes, which was discussed. Verbatim record must be kept.

A group picture was selected from several taken by Krebs Studio. It will be hung in the Library as a record of present board members and staff. Also a copy will be given to the Historical Society for their book. Jan discussed employee salaries.

Jerry H. made a motion to purchase a larger lens for the micro-film reader/printer not to exceed the cost of \$800.00. A second was made by Dolores K.. A unanimous voice vote approved the motion.





Holiday party will be held at Bent Oak Golf Course on November 1, 2003.  
Cocktails at 6:30 p.m., dinner at 7:00 p.m.

The meeting adjourned at 9:06 p.m. on a motion by Judie P. second by  
Joyce K.

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Kay Chawgo, President

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Jim Sprengel, Secretary

Sept.



## SECRETARY'S REPORT

October 7, 2003

The meeting was called to order at 8:03 p.m. by Kay Chawgo, President.

Trustees present: Judie Piwaronas, Jerry Holzinger, Bill Berndsen, Jim Sprengel, Dolores Krebs, Mary Niebruegge, Kay Chawgo, Joyce Krechnyak,, and Mary Ann Shelton.

Trustees absent: None

Also attending: Jan Thomas, Librarian.

A quorum was established, and the agenda approved.

Minutes of the previous meeting were approved.

Treasurer's report was approved. A motion to pay the bills was made by Bill Berndsen, seconded by Joyce Krechnyak and approved on a roll call vote.

Librarians Report: Jan state that flu shots will be given November 7 by the VNA. Lens for micro-film reader/printer was ordered.

President, Kay Chawgo discussed a meeting concerning "Family Success".

A motion was made by Bill Berndsen, second by Jerry Holzinger to purchase a Maintenance agreement from Document Imaging Systems Corp. for \$850.00 For one year. Motion carried on a roll call vote.

No committee reports.

The next meeting will be Nov. 1, 2003 at the Bent Oak Golf Course at 6:30 p.m.

Motion to go into executive session at 8:30 p.m was made by Jerry Holzinger, second by Judie Piwaronas, to discuss finances.

Motion to go out of executive session into regular session by Judie Piwaronas, Second by Dolores Krebs at 8:50 p.m.



No further action was taken.

Meeting adjourned at 8:55 p.m. on a motion by Bill Berndsen.

Kay Chawgo, President

Jim Sprengel, Secretary

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## SECRETARY'S REPORT

November 1, 2003

The meeting was called to order at 8:08 p.m. by president, Kay Chawgo.

Trustees present: Kay Chawgo, Dolores Krebs, Judie Piwaronas, Joyce Krechnyak, Jim Sprengel, Jerry Holzinger, Bill Berndsen, Mary Ann Shelton, and Mary Niebruegge.

Trustees absent: None.

Also attending: Mayor Don Maue, Council person, Deb Koetting, Jan Thomas, Librarian, and spouses of attending.

A quorum was established and the agenda approved.

Minutes of the previous meeting were approved.

Treasurer's report was approved. A motion to pay the bills was made by Jerry Holzinger, seconded by Dolores Krebs, and approved on a roll call vote.

Librarian's report was reviewed.

Motion to adjourn by Mary Ann Shelton, second by Judie Piwaronas.

Meeting adjourned at 8:12 p.m.

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Kay Chawgo, President

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Jim Sprengel, Secretary





Secretary's Report  
December 2, 2003

The meeting was called to order at 8:00 p.m. by President, Kay Chawgo.

Trustees attending: Joyce Krechnyak, Dolores Krebs, Mary Niebruegge, Kay Chawgo, Jerry Holzinger, and Bill Berndsen.

Trustees absent: Mary Ann Shelton, Jim Sprengel, and Judie Piwaronas.

Also attending: Librarian, Jan Thomas

A quorum was established and the agenda approved.

Minutes of the previous meeting were approved.

Treasurer's report was presented. Bill made a motion to pay the bills, second by Joyce and approved on a roll call vote.

A check was presented to Breese Historical Society in the amount of \$120.00 for two years of the Breese Journal on micro-film. The board also agreed to pay for additional years to come.

Librarian's report was reviewed. The board approved Diane's 65 1/2 hrs. of unused vacation days to be applied to reimbursement for insurance. The library will be closed for the holidays on Christmas Eve day, Christmas day, New Years Eve and New Years Day.

Next meeting the board will discuss the long range plan.

Meeting adjourned at 8:12 p.m. on a motion by Jerry Holzinger, seconded by Dolores Krebs.

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Kay Chawgo, President

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Jan Thomas, Acting Secretary



## SECRETARY'S REPORT

January 7, 2004

The meeting was called to order at 8:05 p.m. by President, Kay Chawgo.

Trustees present: Joyce Krechnyak, Dolores Krebs, Kay Chawgo, Jerry Holzinger, Mary Niebruegge, Jim Spengel, and Judi Piwaronas.

Trustees absent: Bill Berndsen and Mary Ann Shelton.

Also attending: Jan Thomas, Librarian.

A quorum was established and the agenda approved.

Minutes of the previous meeting were approved.

Treasurer's report was approved. A motion to pay the bills was made by Jerry Holzinger, second by Dolores Krebs, and approved on a roll call vote.

Librarians report was reviewed. A thank you from Mary Ann Shelton was read for the memorial made to St. John's church in memory of her mother.

Jerry Holzinger made a motion to put \$25,000.00 into a 3 month c.d. Second by Joyce K. and carried on a roll call vote.

A motion to pay Jan Thomas for unused sick leave of 62 and 1/2 hrs. at half of \$14.10 hr. rate for a total of \$440.63 was made by Judi Piwaronas second by Jerry Holzinger. Passed on a unanimous roll call vote.

A motion to pay Diane Holtgrave for unused sick leave of 55 and 1/2 hrs. at half of \$13.59 hr. rate for a total of \$377.40 was made by Dolores Krebs, second by Mary Niebruegge. Passed on a unanimous roll call vote.

Per Capita grant from the Illinois State Library will be received late.

Discussed the long range plan for this years per capita grant. A committee made up of the librarian, two board members, the mayor, trustee and 3 other concerned citizens will meet next week.



A motion to adjourn was made by Judi Piwaronas, second by Mary Niebruegge.

Meeting adjourned at 8:41 p.m.

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Kay Chawgo, President

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Jim Sprengel, Secretary

Jan 7



Secretary's Report  
February 3, 2004

The meeting was called to order at 8:00 p.m. by President, Kay Chawgo.

Trustees present: Dolores Krebs, Mary Niebruegge, Bill Berndsen, Jerry Holzinger, Kay Chawgo, Mary Ann Shelton, Judi Piwaronas, and Jim Sprengel.

Trustees absent: Joyce Krechnyak

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda approved.

Minutes of the previous meeting were approved.

Treasurer's report was approved. A motion to pay the bills was made by Bill Berndsen, second by Jerry Holzinger, and approved on a roll call vote.

Librarian's report was reviewed. Jan stated the computer in Librarian's office was taken in for repair. The entire computer system was down for about 2 1/2 hrs. last Saturday. A new part will have to be ordered. Also we need to update our antiviral programs. Micro-film reader/printer has had three service calls in the past week.

Meeting adjourned on a motion by Mary Ann Shelton, second by Dolores Krebs. Meeting adjourned at 8:22 p.m.

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Kay Chawgo, President

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Jim Sprengel, Secretary





## SECRETARY'S REPORT

March 2, 2004

The meeting was called to order at 8:00 p.m. by President, Kay Chawgo.

Trustees present: Judi Piwaronas, Kay Chawgo, Dolores Krebs, Mary Niebruegge, Jim Sprengel, Mary Ann Shelton, and Jerry Holzinger.

Trustees absent: Bill Berndsen, and Joyce Krechnyak.

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda approved.

Minutes of the previous meeting were approved.

Treasurer's report was approved. A motion to pay the bills was made by Jerry Holzinger, seconded by Judi Piwaronas. Approved on a roll call vote.

Librarian's report was presented. Lewis & Clark Library System is working with Shawnee Library System on a cooperative automation system. Several workshops will be held on this in April. Copy machine has been malfunctioning. Repair person has been called.

Motion to adjourn was made by Mary Ann Shelton, second by Dolores Krebs. Meeting adjourned at 8:18 p.m.

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Kay Chawgo, President

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Jim Sprengel, Secretary



SECRETARY'S REPORT  
APRIL 6, 2004

The meeting was called to order at 8:00 p.m. by President, Kay Chawgo.

Trustees present: Bill Berndsen, Joyce Krechnyak, Jim Sprengel, Dolores Krebs, Mary Ann Shelton, Mary Niebruegge, Jerry Holzinger, Judie Piwaronas, and Kay Chawgo.

Trustees absent: None

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda approved.

Minutes of the previous meeting were approved.

Treasurer's report was presented. A motion to pay the bills was made by Bill Berndsen, seconded by Joyce Krechnyak and approved on a roll call vote.

Librarian's report: Jan discussed upcoming vendor workshops, Ethics ordinance, and passed around the election ballot for OCLC Council. After a short discussion this was voted on and Jan will send back the ballot.

A committee was appointed to select a slate of officers for next meetings election.

A motion to adjourn was made Bill Berndsen, second by Joyce Krechnyak at 8:22 p.m. Motion carried.

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Kay Chawgo, President

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Jim Sprengel, Secretary



## Secretary's Report

June 1, 2004

The meeting was called to order at 8:00 p. m. by Kay Chawgo, President.

Trustees present: Kay Chawgo, Jerry Holzinger, Mary Ann Shelton, Jim Sprengel, Dolores Krebs, Joyce Krechnyak, Mary Niebruegge, and Judie Piwaronas.

Trustees absent: Bill Berndsen

Also attending: Jan Thomas, Librarian, Deb Koetting, City Council member.

A quorum was established and the agenda approved.

Minutes of the previous meeting were approved.

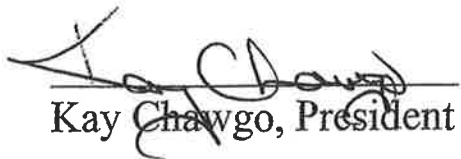
Treasurer's report was approved. A motion to pay the bills was made by Jerry Holzinger, seconded by Judie Piwaronas, and approved on a roll call vote.

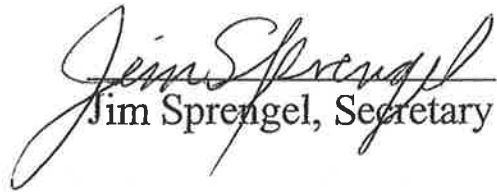
Librarian's report: Insects swarming were detected and a service company was called.

Committee reports: Building committee reported the tree was trimmed in front of building, heater in front air lock to be removed, carpet needs to be cleaned, but suggested to wait until summer reading program is over, roof gutter on east side of building may need some work.

The board reviewed the annual report to be submitted to the Illinois State Library, Lewis & Clark Library System, and the City of Breese.

A Motion to adjourn was made by Mary Ann Shelton, seconded by Dolores Krebs, and approved unanimously. Meeting adjourned at 8:25 p.m.

  
Kay Chawgo, President

  
Jim Sprengel, Secretary

SECRETARY'S REPORT  
July 6, 2004

The meeting was called to order at 8:00 p.m. by Dolores Krebs, Vice President.

Trustees present: Dolores Krebs, Joyce Krechnyak, Mary Niebruegge, Jim Sprengel, Mary Ann Shelton, Jerry Holzinger, Judie Piwaronas, and Bill Berndsen.

Trustees absent: Kay Chawgo

Also attending: Diane Holtgrave, Assistant Librarian.

A quorum was established and the agenda approved.

Minutes of the previous meeting were approved.

Treasurer's report was approved. A motion to pay the bills was made by Bill Berndsen seconded by Jerry Holzinger, and approved on a roll call vote.

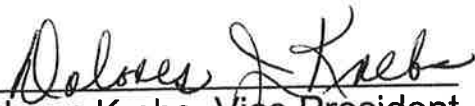
Librarian's report: Summer reading program Explore the Reading Trail will start July 12th and run through August 6th. We have 50 children signed up and registration is closed. We are taking names to put on a waiting list.

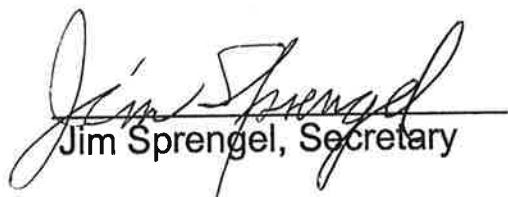
Committee reports: The city decided not to install the concrete stops in back of the library because of problems with snow removal and safety problems. The Illinois State Historical Library will put us on an automatic distribution of the Breese Journal on microfilm.

A motion to approve cashing of a \$25,000.00 CD with Tempo Bank to put in the library account for expenses was made by Joyce Krechnyak, seconded by Judie Piwaronas, and approved on a roll call vote.

The oath of office was signed and dated by Judie Piwaronas and Bill Berndsen whose terms of office were renewed by Mayor Maue.

Motion to adjourn was made by Mary Ann Shelton, second by Jerry Holzinger.  
Meeting adjourned at 8:17 p.m.

  
Dolores Krebs, Vice President

  
Jim Sprengel, Secretary





Secretary's Report  
August 3, 2004

The meeting was called to order at 8:07 p.m. by Kay Chawgo, President.

Trustees present: Kay Chawgo, Jerry Holzinger, Jim Sprengel, Bill Berndsen, Mary Ann Shelton, and Mary Niebruegge.

Trustees absent: Judi Piwaronas, Dolores Krebs, & Joyce Krechnyak.

Also attending: Jan Thomas, Librarian.

A quorum was established and the agenda approved.

Minutes of the previous meeting were approved.

Treasurer's report was presented. A motion to pay the bills was made by Bill Berndsen, seconded by Mary Niebruegge, and approved on a roll call vote.

Librarian's report: Sandy from City Hall requested we make one check for all insurances, effective 9/1/2004. Summer reading program ended and was a big success. Computers need to be upgraded.

Librarian is to check on leasing three (3) new computers to replace outdated ones.


Motion to go into executive session at 8:28 p.m. by Bill Berndsen, second by Jerry Holzinger.

Motion to leave executive session at 8:32 p.m. by Bill Berndsen, second by Jerry Holzinger.

Motion to table salary discussion until further study was made by Bill Berndsen,

second by Jerry Holzinger.

Motion to adjourn by Bill Berndsen, second by Mary Niebruegge at 8:34 p.m.

  
Kay Chawgo, President

  
Jim Sprengel, Secretary

SECRETARY'S REPORT  
September 7, 2004

The meeting was called to order at 8:04 p.m. by Kay Chawgo, President.

Trustees present: Kay Chawgo, Jim Sprengel, Jerry Holzinger, Bill Berndsen, Mary Ann Shelton, Joyce Krechnyak, Mary Niebruegge, and Dolores Krebs.

Trustees absent: Judi Piwaronas

Also attending : Jan Thomas, Librarian

A quorum was established and the agenda approved.

Minutes of the previous meeting were approved.

Treasurer's report was presented. A motion to pay the bills was made by Jerry Holzinger,  
seconded by Dolores Krebs, and approved on a roll call vote.

Librarian's report: Jan stated that September is Library card sign-up month and sent an article to the Breese Journal along with Mayor Maue's picture using PLA's "The Smartest Card @ your library" slogan. Also Jan went to the system to get over 200 free music c.d.'s.

Joyce Krechnyak made a motion to accept the lease proposal of Ontario Investment Inc. at a 36 month lease rate of \$127.73 per month for 3 new Gateway computers, second by Bill Berndsen. Motion carried on a roll call vote.

The board reviewed and signed an application for the per capita grant which will be sent to the Illinois State Library September 8, 2004.

The board reviewed the Audit Report.

The board approved some increased shelving.

The water customer survey was completed.

A motion to go into executive session at 8:35 p.m. was made by Dolores Krebs, second by Joyce Krechnyak. A motion to return to open session at 8:43 p.m. by Mary Ann Shelton, second by Dolores Krebs. Motion to pay Jan Thomas, Librarian \$14.80/hr. Diane Holtgrave, Assistant Librarian \$14.29/hr. and Marge Winkeler \$9.96/hr. was made by Dolores Krebs, and seconded by Mary Niebruegge effective July 1, 2004. Revised board policy for sick leave to read; If accumulated sick leave exceeds 240 hours at end of calendar year, compensation will be made in January for the excess hours at a rate of \$7.00 per hour, and in the event of separation, compensation will be made for accrued sick leave at a rate of \$7.00 per hour. Also change the vacation policy to read; Upon separation, the employee is entitled to a prorated cash amount of \$7.00 per hour for earned vacation leave. Motion made by Mary Ann Shelton, seconded by Joyce Krechnyak. Motion carried unanimously.

Motion to adjourn was made by Joyce Krechnyak, second by Dolores Krebs.  
Adjourned at 8:48 p.m.

  
Kay Chawgo, President

  
Jim Sprengel, Secretary

SECRETARY'S REPORT  
October 5, 2004

The meeting was called to order at 8:03 by Kay Chawgo, President.

Trustees present: Kay Chawgo, Bill Berndsen, Jerry Holzinger, Mary Ann Shelton, Dolores Krebs, Mary Niebruegge, and Judie Piwaronas.

Trustees absent: Joyce Krechnyak and Jim Sprengel.

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda approved.

Minutes of the previous meeting were approved.

Treasurer's report was presented. A motion to pay the bills was made by Bill B. and seconded by Dolores K. and passed on a unanimous roll call vote.

Librarian's report: The service agreement for the micro-film reader/printer is due to be renewed with Document Imaging Systems Corp. Jerry H. made a motion to renew this agreement, seconded by Mary Ann S. and approved on a roll call vote. Jan found a video case and a bar code for a c.d. in the outside trash. The video and c.d. are missing. It was suggested to report this to the police and have them walk through the library on occasion. It was also suggested to check on the price of a security camera system. The new computers have been received and we are waiting for Bruce from Lewis & Clark Library System to come and install. Ken Schonhoff came in to measure for shelving. No word back on when they will be done.

The Library Board's holiday party will be held November 20, at 6:30 p.m. at Bent Oak Golf Course.

A motion to adjourn was made by Dolores, seconded by Jerry.  
Meeting adjourned at 8:43 p.m.

  
Kay Chawgo, President

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Judie Piwaronas, Acting Secretary



## SECRETARY'S REPORT

November 2, 2004

The meeting was called to order at 8:00 p.m. by Kay Chawgo, President.

Trustees present: Jerry Holzinger, Joyce Krechnyak, Dolores Krebs, Mary Ann Shelton, Mary Niebruegge, Jim Sprengel, Bill Berndsen, and Kay Chawgo.

Trustees absent: Judie Piwaronas.


Also attending: Jan Thomas, Librarian.

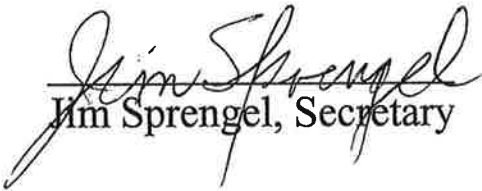
A quorum was established and the agenda approved.

Treasurer's report was presented. A motion to pay the bills was Made by Bill Berndsen, seconded by Mary Niebruegge, and approved on a roll call vote.

Committee reports: Discussed the cost of a security camera system. It was felt that the system was not necessary at this time. Parking signs will be posted for the employees of the library. A survey of the parking lot was suggested to determine the pattern of usage. (library patrons vs. general public usage).

Motion to adjourn was made by Joyce Krechnyak, second by Mary Niebruegge. Meeting adjourned at 8:15 p.m.

  
Kay Chawgo, President

  
Jim Sprengel, Secretary





SECRETARY'S REPORT  
December 7, 2004

The meeting was called to order at 8:07 p.m. by Kay Chawgo, President.

Trustees present: Jerry Holzinger, Jim Sprengel, Mary Ann Shelton, Kay Chawgo, Dolores Krebs, Mary Niebruegge, and Joyce Krechnyak.

Trustees absent: Judie Piwaronas, and Bill Berndsen.

Also attending: Jan Thomas, Librarian.

A quorum was established and the agenda approved.

Minutes of the previous meeting were approved.

Treasurer's report was approved. A motion to pay the bills was made by Jerry Holzinger, second by Dolores Krebs, and approved on a roll call vote.

Librarian's report was presented.

A motion by Joyce Krechnyak, second by Dolores Krebs to open a CD for \$25,000.00 for savings at Tempo Bank was approved on a roll call vote.

Discussion on purchase of a cd/radio for use in library was approved, also it was approved to purchase a new printer.

Discussion on holiday hours for the library. It was decided to close the library December 24th , 25, and 31st and January 1st.

Motion to adjourn at 8:25 p.m. by Joyce Krechnyak, seconded by Mary Ann Shelton.

  
Kay Chawgo, President

  
Jim Sprengel, Secretary



SECRETARY'S REPORT  
January 4, 2005

The meeting was called to order at 8:00 p.m. by Kay Chawgo, President.

Trustees present: Jerry Holzinger, Bill Berndsen, Dolores Krebs, Jim Sprengel, and Kay Chawgo.

Trustees absent: Joyce Krechnyak, Judi Piwaronas, Mary Ann Shelton, and Mary Niebruegge.

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda approved.

Minutes of the previous meeting were approved.

Treasurer's report was presented. A motion to pay the bills was made by Bill Berndsen, seconded by Jerry Holzinger, and approved on a roll call vote.

Librarian's report was presented. A new printer was purchased and installed. A new CD/Cassette/Radio was donated by Jim Astroth and a thank-you sent. Authorization was given for unused sick leave pay for Jan & Diane. Also approved to let Diane apply her unused vacation days to reimbursement for insurance.

Committee reports: Discussion on use of parking lot.

Motion to adjourn at 8:22 p.m. by Dolores Krebs, second by Jerry Holzinger.

  
Kay Chawgo, President

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Jim Sprengel, Secretary



## SECRETARY'S REPORT

February 1, 2005

The meeting was called to order at 8:03 p.m. by Kay Chawgo, President.

Trustees present: Kay Chawgo, Jim Sprengel, Mary Ann Shelton, Jerry Holzinger, Bill Berndsen, and Judi Piwaronas.

Trustees absent: Mary Niebruegge.

Also attending: Jan Thomas, Librarian.

A quorum was established and the agenda approved.

Minutes of the previous meeting were approved.

Treasurer's report was presented. A motion to pay the bills was made by Bill Berndsen, Second by Jerry Holzinger, and approved on a roll call vote.

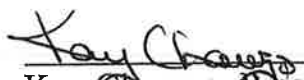
Dolores Krebs and Joyce Krechnyak entered meeting at 8:08 p.m.

Librarian's report: Jan reported that approximately \$200.00 was taken from the library due to a robbery. The police were notified and an investigation is in progress.

Committee report: Jerry Holzinger reported on submitting a proposal for use of the parking lot to city council member Deb Koetting. She will get back to us.

Motion to purchase a Star receipt printer for approximately \$319.99 was made by Judi Piwaronas, second by Dolores Krebs. Motion carried on a roll call vote.

Motion to adjourn at 8:45 p.m. was made by Judi Piwaronas, second by Jerry Holzinger.

  
Kay Chawgo, President

  
Jim Sprengel, Secretary



SECRETARY'S REPORT  
March, 2005

No meeting, did not have a quorum.

Bills approved by phone.





## SECRETARY'S REPORT

April 5, 2005

The meeting was called to order at 8:01 p.m. by Kay Chawgo, President.

Trustees present: Jerry Holzinger, Bill Berndsen, Jim Sprengel, Dolores Krebs, Mary Ann Shelton, Kay Chawgo, and Judie Piwaronas.

Trustees absent: Joyce Krechnyak, and Mary Niebruegge.

Also attending: Jan Thomas, Librarian.

A quorum was established and the agenda approved.

There was no meeting in March due to lack of a quorum.  
Bills were paid by phone tree.

Treasurer's report was approved. A motion to pay the bills was made by Bill Berndsen, seconded by Dolores Krebs. Approved on a roll call vote.

Librarian's report: All employees need to attend Millennium training on April 26th, May 5th, and May 11th. The library will be closed during the morning, and reopen around 1:30 p.m. on those dates.

The meeting adjourned at 8:24 p.m. on a motion by Jerry Holzinger, second by Mary Ann Shelton.

  
Kay Chawgo, President

  
Jim Sprengel, Secretary



## SECRETARY'S REPORT

May 3, 2005

The meeting was called to order at 8:02 p.m. by Kay Chawgo, President.

Trustees present: Dolores Krebs, Bill Berndsen, Jim Sprengel, Jerry Holzinger, Kay Chawgo, Judi Piwaronas, and Mary Ann Shelton.

Trustees absent: Joyce Krechnyak and Mary Niebruegge.

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda approved.

Minutes of the previous meeting were approved.

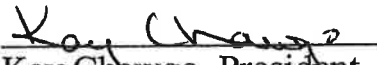
Treasurer's report was presented. A motion to pay the bills was made by Bill Berndsen, second by Dolores Krebs, and approved on a roll call vote.

Librarian's Report: Jan discussed the workshops the staff were attending at Lewis & Clark Library System learning the new software system. Also beginning to work on the summer reading program, Super Heroes - Powered by Books. Also discussed Novelist, a program recommended by the State Library. It was decided not to subscribe to the program.

A motion was made by Jerry Holzinger, second by Dolores Krebs to increase the monthly benefit contribution for NCPERS Primary Plan (life Ins. for Jan) from \$12.00 to \$16.00 a month. Motion carried on a roll call vote.

City council member Debbie Koetting arrived at 8:35 p.m. and discussed the parking problem at the rear of the library. She also stated she would no longer be representing the library, as Alderman, Kevin Timmerman has been assigned.

Motion to adjourn was unanimous at 8:41 p.m.

  
Kay Chawgo, President

  
Jim Sprengel, Secretary



SECRETARY'S REPORT  
JUNE 7, 2005

The meeting was called to order at 8:06 p.m. by Kay Chawgo, President.

Trustees present: Judi Piwaronas, Kay Chawgo, Mary Ann Shelton, Dolores Krebs, Bill Berndsen, Jerry Holzinger, & Jim Sprengel.

Trustees absent: Mary Niebruegge, and Joyce Krechnyak.

Also attending: Jan Thomas, Librarian.

A quorum was established and the agenda approved.

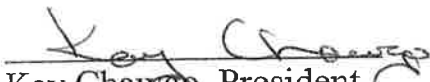
Minutes of the previous meeting were approved.

Treasurer's report was presented. A motion to pay the bill was made by Bill Berndsen, second by Judi P. and approved on a roll call vote.

The annual report to Illinois State Library was looked over and will be submitted. The new software system is up and running, but still has a few bugs.

Motion to set the mileage reimbursement for library business at .40 cents per mile was made by Mary Ann Shelton, second by Judi Piwaronas. Motion carried unanimously.

Motion to adjourn at 8:32 p.m. was made by Mary Ann Shelton, second Dolores Krebs.

  
Kay Chawgo, President

  
Jim Sprengel, Secretary



# SECRETARY'S REPORT

July 5, 2005

The meeting was called to order at 8:06 p.m. by Kay Chawgo, President.

Trustees present: Kay Chawgo, Bill Berndsen, Jim Sprengel, Dolores Krebs, and Mary Ann Shelton.

Trustees absent: Jerry Holzinger, Joyce Krechnyak, Judi Piwaronas, and Mary Niebruegge.

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda approved.

Minutes of the previous meeting were approved.

Treasurer's report was presented. A motion to pay the bills was made by Bill Berndsen, second by Dolores Krebs, and approved on a roll call vote.

Librarian's report was presented.

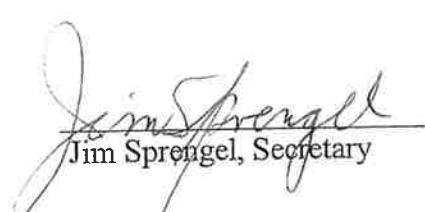
It was decided to continue to offer non-resident cards at a fee of \$62.00 a year.

Mary Ann Shelton signed the oath of appointment for board members for a 3 year term.

Summer reading program has begun with 50 children signed up.

Meeting adjourned at 8:28 p.m. on a motion by Bill Berndsen, second by Mary Ann Shelton.

  
Kay Chawgo, President

  
Jim Sprengel, Secretary





## SECRETARY'S REPORT

August 2, 2005

The meeting was called to order at 8:00 p.m. by Kay Chawgo, President.

Trustees present: Kay Chawgo, Jerry Holzinger, Jim Sprengel, Judi Piwaronas, Dolores Krebs, Joyce Krechnyak, Mary Ann Shelton, and Bill Berndsen.

Trustees absent: Mary Niebruegge.

Also attending: Jan Thomas, Librarian.

A quorum was established and the agenda approved.

Minutes of the previous meeting were approved.


Treasurer's report was presented. A motion to pay the bills was made by Bill Berndsen, seconded by Dolores Krebs, and approved on a roll call vote.

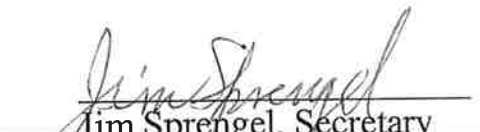
Librarians report: Sons of American Legion wish to donate a scanner for use with our computer.

The board discussed but did not finalize a rate for non-resident cards.

A motion to go into executive session at 8:32 p.m. was made by Jerry Holzinger, second by Dolores Krebs. A motion to return to open session at 8:36 p.m. was made by Mary Ann Shelton, second by Joyce Krechnyak. Motion to pay Jan Thomas, Librarian \$15.75/hr., Diane Holtgrave, Assistant Librarian \$15.04/hr. and Marge Winkeler \$10.74/hr. was made by Judi Piwaronas, second by Jerry Holzinger effective July 1, 2005. Motion carried unanimously.

Motion to adjourn was made by Mary Ann Shelton, second by Judi Piwaronas. Meeting adjourned at 8:42 p.m.

  
Kay Chawgo, President

  
Jim Sprengel, Secretary



## SECRETARY'S REPORT

September 6, 2005

The meeting was called to order at 8:03 p.m. by Kay Chawgo, president.

Trustees present: Jerry Holzinger, Jim Sprengel, Judie Piwaronas, Bill Berndsen, Mary Ann Shelton, and Kay Chawgo.

Trustees absent: Dolores Krebs, Joyce Krechnyak, and Mary Niebruegge.

Also attending: Librarian, Jan Thomas.

A quorum was established and the agenda approved.

Treasurer's report was approved. A motion to pay the bills was made by Jerry Holzinger, seconded by Bill Berndsen, and approved on a roll call vote.

Librarian's report was presented. Employees thanked the Board for their raises.

According to Illinois Library Act the non-resident fee should be at least equal to the cost paid by residents. On a motion by Jerry Holzinger and seconded by Bill Berndsen the Library Board raised the non-resident fee to \$80.00. Motion approved on a roll call vote. Judie Piwaronas made a motion to set a one time only non-resident fee for 3 months to benefit school student in Breese, second by Jerry Holzinger. Motion carried on a roll call vote.


Discussion on replacement of copier. Decision to table, and study other options.

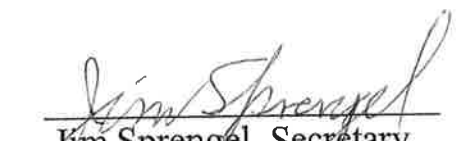
Decision to establish a website for the library.

Lion's Club donated \$600.00 to the library for purchase of large print and audio books.

The board reviewed Chapter II Governance and Administration: Chapter IX Facilities of Serving Our Public: Standards for Illinois Public Libraries, Revised Ed. The board also reviewed 3rd Edition of the Trustee Facts File.

Motion to adjourn at 9:30 p.m. by Judie Piwaronas, second by Mary Ann Shelton.

  
Kay Chawgo, President

  
Jim Sprengel, Secretary



SECRETARY'S REPORT  
October 4, 2005

The meeting was called to order at 8:00 p.m. by Kay Chawgo, President.

Trustees present: Jerry Holzinger, Jim Sprengel, Dolores Krebs, Joyce Krechnyak, Bill Berndsen, Mary Ann Shelton, and Kay Chawgo.

Trustees absent: Judie Piwaronas

Also attending: Librarian, Jan Thomas.

A quorum was established and the agenda approved.

Treasurer's report was presented. A motion to pay the bills was made by Jerry Holzinger, seconded by Bill Berndsen and approved on a roll call vote.

Librarian's report: Jan stated that Millennium, the new software system does not count all statistics that the old DRA software counted, thus being the reason statistics are lower. Bill Stevens Gatenet manager is going to check with them to see if this can be changed.

Work on the website has been done, but not activated yet, we are waiting on the domain name to take effect.

The per capita grant was reviewed and approved.

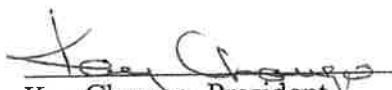
A motion was made to lease two more computers by Bill Berndsen, seconded by Dolores Krebs. Roll call vote carried unanimously.

Motion to purchase two computer tables was made by Mary Ann Shelton, seconded by Dolores Krebs. Motion carried unanimously.

Motion to purchase a new laser printer was made by Mary Ann Shelton, second by Joyce Krechnyak and approved on a roll call vote.

It was decided to have a Christmas party on December 10, 2005. Details to be decided (alternate date if needed December 17th.)

Motion to adjourn by Joyce Krechnyak, second by Dolores Krebs. Adjourned at 8:41 p.m.

  
Kay Chawgo, President

  
Jim Sprengel, Secretary



SECRETARY'S REPORT  
NOVEMBER 1, 2005

The meeting was called to order at 8:00 p.m. by President, Kay Chawgo.

Trustees present: Dolores Krebs, Joyce Krechnyak, Mary Ann Shelton, Jerry Holzinger, Jim Sprengel, Gwen Fisher, Bill Berndsen, and Kay Chawgo.

Trustees absent: Judie Piwaronas.

Also attending: Jan Thomas, Librarian.

Kay Chawgo welcomed Gwen Fisher our new trustee to the Library Board.

A quorum was established and the agenda approved.

Treasurer's report was presented. A motion to pay the bills was made by Jerry Holzinger, seconded by Joyce Krechnyak and approved on a roll call vote.

A discussion was held concerning the menu for the Christmas party.

A decision was made to invest some of our funds in a C.D. A motion to invest \$40,000.00 in a long term c.d. was made by Bill Berndsen, seconded by Jerry Holzinger, and approved on a roll call vote.

The replacement of the copier was discussed. Jan is to call Royal Office Supplies and order one from them.

Discussed adding two more computers. Someone from Lewis & Clark Library System will come out and take a look at the wiring as it is possible that we will need new.

A motion to continue the maintenance agreement at a cost of \$850.00 a year for the micro-film reader/printer was made by Dolores Krebs, second by Bill Berndsen, and approved on a roll call vote.

Motion to adjourn was made by Bill Berndsen, seconded by Joyce Krechnyak. Meeting adjourned at 8:47 p.m.

  
Kay Chawgo, President

  
Jim Sprengel, Secretary



## SECRETARY'S REPORT

December 9, 2005

The meeting was called to order at 7:04 p.m. by Kay Chawgo, President.

Trustees present: Kay Chawgo, Mary Ann Shelton, Bill Berndsen, Jim Sprengel, Dolores Krebs, Joyce Krechnyak, Gwen Fischer, and Jerry Holzinger.

Trustees absent: Judie Piwaronas.

Also attending: Jan Thomas, Librarian, Diane Holtgrave, Assistant Librarian, Marge Winkeler, clerk, Kevin Timmermann Council member, and spouses of the above mentioned.

A quorum was established and the agenda approved.

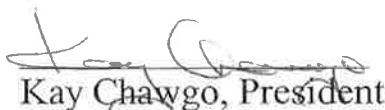
Minutes of the previous meeting were approved.

Treasurer's report was presented and bills were approved on a motion by Bill Berndsen, second by Gwen Fischer and a unanimous roll call vote.

Librarian's report was presented. It was decided to purchase the Sharp copy machine on a motion by Jerry Holzinger, second by Joyce Krechnyak, and a roll call vote. Jan also stated that Michelle Stockmann of TechKnow Solutions is teaching Diane and Jan how to use Front Page to make changes to our Website. Michelle also agreed to attend our next meeting to talk about additional computers.

The Library will be closed on Monday December 26th for the Christmas Holiday.

Meeting adjourned at 7:15 p.m. on a motion by Mary Ann Shelton, second by Dolores Krebs.

  
Kay Chawgo, President

  
Jim Sprengel, Secretary



SECRETARY'S REPORT  
January 3, 2006

The meeting was called to order at 8:30 p.m. by President, Kay Chawgo.

Trustees present: Jerry Holzinger, Jim Sprengel, Judie Piwaronas, Dolores Krebs, Joyce Krechnyak, Mary Ann Shelton, Bill Berndsen, Kay Chawgo, and Gwen Fischer.

Trustees absent: None

Also attending: Jan Thomas, Librarian, Michelle Stockmann from TechKnow Solutions, and Kevin Timmermann, city council.

A quorum was established and the agenda approved.

Michelle Stockmann talked with the board & answered questions on wiring for new computers and what needed to be done.

Kevin Timmermann talked with the board on finances & stated the city would no longer pay for automation, but will continue paying part of social security, and retirement for the employees.

Minutes of the previous meeting were approved.

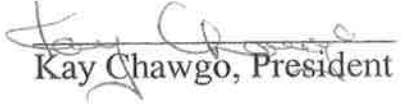
Treasurer's report was presented. A motion to pay the bills was made by Jerry Holzinger, second by Bill Berndsen, and approved on a roll call vote.

Librarian's report: Faucets are leaking in both bathrooms. Jan will call Gerstners. Diane asked to apply some vacation time toward reimbursement to insurance. Jerry Holzinger made a motion to pay for unused accumulated sick leave for Jan in the amount of \$371.00, and for Diane \$420.00. Dolores seconded and was approved on a roll call vote.

Decision was made to try and sell the old copier for \$500.00. Jan will put an ad in the Breese Journal and the Shopper's Review, and also send notices to all schools and Lewis

& Clark Library System.

Meeting adjourned at 9:15 p.m. on a motion by Joyce Krechnyak, second by Dolores Krebs.

  
Kay Chawgo, President

  
Jim Sprengel, Secretary

## SECRETARY'S REPORT

February 8, 2006

The meeting was called to order at 8:05 p.m. by president, Kay Chawgo.

Trustees present: Jerry Holzinger, Gwen Fischer, Jim Sprengel, Judie Piwaronas, Kay Chawgo, Joyce Krechnyak, and Dolores Krebs.

Trustees absent: Bill Berndsen & Mary Ann Shelton.

Also attending: Jan Thomas, Librarian.

A quorum was established and the agenda approved.


Minutes of the previous meeting were approved.

Treasurer's report was approved. A motion to pay the bills was made by Jerry Holzinger, seconded by Joyce Krechnyak and approved on a roll call vote.

Librarian's report. Jan stated Lewis & Clark Library System is seeking nominations for public library trustees to serve on the system board for 3 years. She also told the board about Illinois Library day in Springfield on March 1st. We received from U. of I. Library Research Center a compact disc copy of Illinois Public Library Statistics for the fiscal year 2003-2004. The board members also looked at the new website.

Motion to purchase three computers for \$3,870.00 including shipping & handling from Gateway was made by Gwen Fischer, seconded by Dolores Krebs. Roll call vote approved.

Motion to adjourn at 8:37 p.m. by Judie Piwaronas, second by Gwen Fischer.

  
Kay Chawgo, President

  
Jim Sprengel, Secretary



SECRETARY'S REPORT  
MARCH 7, 2006

The meeting was called to order at 8:00 p.m. by President, Kay Chawgo.

Trustees present: Jerry Holzinger, Dolores Krebs, Joyce Krechnyak, Kay Chawgo, Gwen Fischer, Bill Berndsen, Judie Piwaronas, Mary Ann Shelton, and Jim Sprengel.

Trustees absent: None

Also attending: Jan Thomas, Librarian.


A quorum was established and the agenda approved.

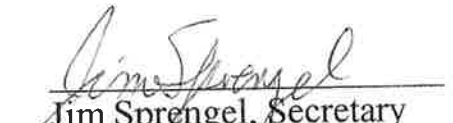
Treasurer's report was presented. A motion to pay the bills was made by Bill Berndsen, second by Jerry Holzinger, and approved on a roll call vote.

Librarian's report. Received notice that the per-capita has been approved. Money has not been received as of yet, but should be sent within the next month. The wiring for the new computers has not been done by the city. Motion was made by Jerry Holzinger that any future work needing to be done by the city be requested by a work order form. Second by Gwen Fischer. Motion carried on a voice vote.

A motion to purchase computer tables for the new computers was made by Gwen Fischer, second by Dolores Krebs. Motion approved on a unanimous roll call vote.

Meeting adjourned at 8:46 p.m. on a motion by Dolores Krebs, second by Joyce Krechnyak.

  
Kay Chawgo, President

  
Jim Sprengel, Secretary





SECRETARY'S REPORT  
APRIL 4, 2006

The meeting was called to order at 8:03 p.m. by President, Kay Chawgo.

Trustees present: Kay Chawgo, Mary Ann Shelton, Bill Berndsen, Jim Sprengel, Joyce Krechnyak, Dolores Krebs, Judie Piwaronas, and Jerry Holzinger.

Trustees Absent: Gwen Fischer

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda approved.

Minutes of the previous meeting were approved.


Treasurer's report was presented. A motion to pay the bills was made by Bill Berndsen, seconded by Joyce Krechnyak, and approved on a roll call vote.

Librarians's Report. Received Per-Capita Grant from State Library in the amount of \$4,985.07. New computers and tables were installed and are in constant use.

Nominating committee for upcoming election of officers are Joyce Krechnyak and Mary Ann Shelton.

Per-Capita Grant for 2006 requires that a trustee member must attend a workshop to qualify.

A motion to adjourn was made by Mary Ann Shelton, second by Dolores Krebs.

  
Kay Chawgo, President

  
Jim Sprengel, Secretary



## SECRETARY'S REPORT

~~June 6~~, 2006  
May 3,

The meeting was called to order at 8:01 p.m. by President, Kay Chawgo.

Trustees present: Mary Ann Shelton, Dolores Krebs, Joyce Krechnyak, Jim Sprengel, Bill Berndsen, Gwen Fischer, Judi Piwaronas, and Kay Chawgo.

Trustees absent: Jerry Holzinger

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda approved.

Minutes of the previous meeting were approved.

Treasurer's report was presented. A motion to pay the bills was made by Bill Berndsen and seconded by Joyce Krechnyak, and approved on a roll call vote.

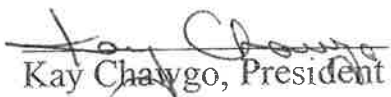
Librarian's report was presented. Jan will check with Shur Clean Carpet Care owned by Warren Richter on the cost of cleaning the carpet runners on a monthly basis.

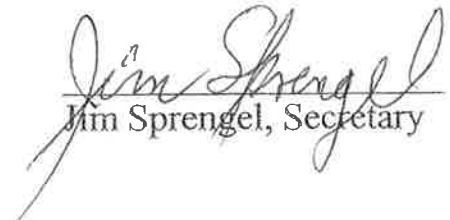
A possible replacement for resigning board member Judie Piwaronas was Meagan Holthaus. Jan will call and ask if she is still interested.

Mary Ann Shelton Chair of the nominating committee presented the slate of officers. President, Kay Chawgo, Vice-President, Jim Sprengel, Secretary Mary Ann Shelton, and Treasurer, Dolores Krebs. A motion to elect the new officers by acclamation was made by Joyce Krechnyak, second by Judi Piwaronas. Motion approved on a roll call vote.

A motion to cash in a CD for \$25,000.00 was made by Gwen Fischer, seconded by Bill Berndsen and approved on a roll call vote.

Motion to adjourn at 8:36 p.m. was made by Mary Ann Shelton, second by Dolores Krebs. Motion carried.

  
Kay Chawgo, President

  
Jim Sprengel, Secretary



SECRETARY'S REPORT  
June, 2006

No meeting due to lack of quorum.

Bills were paid by phone poll.



July 11, 2006  
SECRETARY'S REPORT

The meeting was called to order at 8 p.m. by President Kay Chawgo.

Trustees present: Bill Berndsen, Kay Chawgo, Gwen Fischer, Meagan Holthaus, Joyce Krechnyak, Mary Ann Shelton, and Jim Sprengel.

Trustees absent: Dolores Krebs and Steve Schmidt

New member, Meagan Holthaus, was welcomed by the board.

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

No minutes to approve as there was no meeting in June because of lack of a quorum.

Treasurer's report was presented. A motion to pay the bills was made by Bill Berndsen and seconded by Jim Sprengel and approved on a roll call vote.

Librarian's report was presented. The summer reading program has begun. A new couch was installed to replace the old worn-out one. The women's restroom door has been repaired. A guest author, Father Jack Frerker, will be reading from his new book, Conspiracy, on Wednesday, August 30, at 7 p.m. A workshop will be held at Our Lady Of The Snows in Belleville regarding Recruiting, Retaining and Orienting a Diverse Board and Painless Fundraising on July 20. Trustees interested in attending must let Jan know by July 14.

A motion was made by Jim Sprengel for Shur-Clean to clean the library carpet runners. Seconded by Bill Berndsen. Ayes 7. Nays 0.

Kay Chawgo will contact Bent Oak for an available date for the annual Library Board Dinner. A November date was discussed.

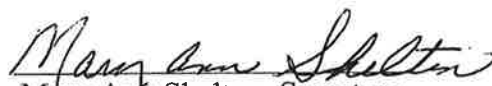
A motion was made by Jim Sprengel to go into executive session to discuss pay raises for the library staff. Seconded by Joyce Krechnyak.

Jim Sprengel made the motion to grant a 4.76% hourly pay raise for the 3 library staff members.

Seconded by Joyce Krechnyak. Roll call vote was unanimous.

Motion to adjourn at 8:50 p.m. was made by Meagan Holthaus. Seconded by Gwen Fischer. Motion carried.

  
Kay Chawgo, President

  
Mary Ann Shelton, Secretary





## SECRETARY'S REPORT - August 1, 2006

The meeting was called to order at 8 p.m. by President Kay Chawgo

Trustees present: Bill Berndsen, Kay Chawgo, Gwen Fischer, Meagan Holthaus, Dolores Krebs, Joyce Krechnyak, Steve Schmidt, Mary Ann Shelton, and Jim Sprengel.

Trustees absent: none

Also attending: Jan Thomas, librarian

New member, Steve Schmidt, was welcomed by the board.

A quorum was established and the agenda was approved.

Minutes from previous meeting, July 11, 2006, were read and approved.

Treasurer's report was presented. A motion to pay the bills was made by Bill Berndsen and seconded by Jim Sprengel and approved on a roll call vote.

Kay Chawgo reported that the annual board dinner will be held Saturday, November 11, at Bent Oak Golf Course.

Two Hartford Insurance Agency representatives were present before the start of the meeting to ask if they could hold a seminar for senior citizens at the library to discuss Medicaid Approved Fixed Annuities. No objections were made by the board.

Librarian's report was presented. Jan thanked the board on behalf of herself and the other two librarians for their raises. The summer reading program was a success. Oaths of Office are all turned in from the board members. Committees will need to be re-formed as we have two new board members. Jan will be leaving Friday for California for her vacation.

Motion to adjourn at 8:20 p.m. was made by Jim Sprengel and seconded by Gwen Fischer. Motion carried.

  
Kay Chawgo, President

  
Mary Ann Shelton, Secretary

## SECRETARY'S REPORT - August 1, 2006

The meeting was called to order at 8 p.m. by President Kay Chawgo

Trustees present: Bill Berndsen, Kay Chawgo, Gwen Fischer, Meagan Holthaus, Dolores Krebs, Joyce Krechnyak, Steve Schmidt, Mary Ann Shelton, and Jim Sprengel.

Trustees absent: none

Also attending: Jan Thomas, librarian

New member, Steve Schmidt, was welcomed by the board.

A quorum was established and the agenda was approved.

Minutes from previous meeting, July 11, 2006, were read and approved.

Treasurer's report was presented. A motion to pay the bills was made by Bill Berndsen and seconded by Jim Sprengel and approved on a roll call vote.


Kay Chawgo reported that the annual board dinner will be held Saturday, November 11, at Bent Oak Golf Course.

Two Hartford Insurance Agency representatives were present before the start of the meeting to ask if they could hold a seminar for senior citizens at the library to discuss Medicaid Approved Fixed Annuities. No objections were made by the board.

Librarian's report was presented. Jan thanked the board on behalf of herself and the other two librarians for their raises. The summer reading program was a success. Oaths of Office are all turned in from the board members. Committees will need to be re-formed as we have two new board members. Jan will be leaving Friday for California for her vacation.

Motion to adjourn at 8:20 p.m. was made by Jim Sprengel and seconded by Gwen Fischer. Motion carried.

  
Kay Chawgo, President

  
Mary Ann Shelton, Secretary

Secretary's Report – September 5, 2006

The meeting was called to order at 8 p.m. by Vice-President Jim Sprengel.

Trustees present: Bill Berndsen, Gwen Fischer, Meagan Holthaus, Dolores Krebs, Steve Schmidt, Mary Ann Shelton, and Jim Sprengel.

Trustees absent: Kay Chawgo and Joyce Krechnyak.

Also attending: Jan Thomas, Librarian.

A quorum was established and the agenda was approved.

Minutes from the previous meeting, August 1, 2006, were read and approved.

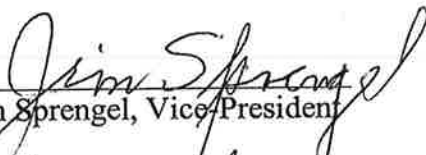
Treasurer's report was presented. A motion to pay the bills was made by Bill Berndsen and seconded by Dolores Krebs and approved on a roll call vote.

Librarian's report was presented. Jan handed out copies pertaining to the Per-Capita Grant. They are to be reviewed by the board and discussed at the next meeting. Father Frerker's book reading was enjoyed by the 18 people attending which included some of the board members. The women's restroom door still needs a new lock. The present one does not lock. An LSTA grant was awarded to Lincoln Trail Libraries System to establish a library interpreters network for all Illinois libraries. Jan stated that she has already registered with them for this service.

A motion was made by Bill Berndsen to roll over the CD that matures on September 8, 2006, and to deposit an extra \$40,000 in a new CD. Gwen Fischer seconded the motion. Roll Call Vote – All Ayes.

Committee responsibilities were discussed and committee members will be appointed at the next meeting.

Motion to adjourn at 8:23 p.m. was made by Dolores Krebs and seconded by Gwen Fischer. Motion carried.

  
Jim Sprengel, Vice President

  
Mary Ann Shelton, Secretary



## Secretary's Report - October 3, 2006

The meeting was called to order at 8 p.m. by President Kay Chawgo

Trustees Present: Bill Berndsen, Kay Chawgo, Gwen Fischer, Meagan Holthaus, Dolores Krebs, Joyce Krechnyak, Steve Schmidt, Mary Ann Shelton, and Jim Sprengel.

Trustees Absent: None

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Minutes from the previous meeting, September 5, 2006, were read and approved.

The treasurer's report was presented. Motion to pay bills was made by Jim Sprengel. Gwen Fischer seconded the motion. Motion was approved on a roll call vote. All Ayes.

The librarian's report was presented. The Per-Capita Grant is completed and was signed. Steve Schmidt gave a report on the meeting he attended on the Per-Capita Grant regarding Library Law. Kay Chawgo reported she put \$25,000 in a short term CD and put \$15,000 in an 11 month CD for a total of \$40,000. Also, the microfilm reader-printer contract was renewed for one year to Document Imaging Systems. Gwen Fischer made a motion to pay the \$935.00. Meagan Holthaus seconded the motion. Roll Call Vote - All Ayes.

Jim Sprengel made a motion to pay Steve's mileage. Joyce Krechnyak seconded the motion. Roll Call Vote - All Ayes.

New Committee Memberships were formed with the following: Finance Committee - Kay Chawgo, Dolores Krebs, Gwen Fischer, and Joyce Krechnyak. Building & Grounds Committee - Kay Chawgo, Jim Sprengel, Gwen Fischer, and Steve Schmidt. Book Committee - Kay Chawgo, Meagan Holthaus, Mary Ann Shelton, and Bill Berndsen. Dolores Krebs will head the Finance Committee. Gwen Fischer will head the Building & Grounds Committee and Meagan Holthaus will head the Book Committee.

A motion to adjourn at 8:35 p.m. was made by Gwen Fischer and seconded by Dolores Krebs. Motion carried.

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Kay Chawgo, President

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Mary Ann Shelton, Secretary



Secretary's Report - November 18, 2006

The meeting was called to order at 7:05 p.m. by President, Jim Sprengel.

Trustees Present: Bill Berndsen, Gwen Fischer, Dolores Krebs, Joyce Krechnyak, Steve Schmidt, Mary Ann Shelton, and Jim Sprengel.

Trustees Absent: Meagan Holthaus

Also Attending: Jan Thomas, Librarian

Also Attending the Event: (Annual Board Dinner at Bent Oak Golf Clubhouse) Dave Thomas, Mayor Don Maue and wife, Alderman Kevin Timmermann and wife, and spouses of all attending Board Members.


A quorum was established and the agenda was approved.

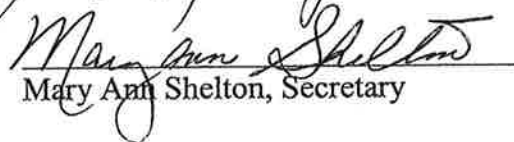
Minutes from the previous meeting, October 3, 2006, were read and approved.

The treasurer's report was presented. Motion to pay bills was made by Gwen Fischer and seconded by Mary Ann Shelton. Motion was approved on a roll call vote. All Ayes.

The librarian's report was presented. The Audit was handed out. Lois Zollner will be a new library board member to start in January. Jim Sprengel is the new President. The new Vice-President will be determined later. Jim Sprengel will be on each committee. Dolores Krebs made a motion to close the library on the Saturday before Christmas. Joyce Krechnyak seconded the motion. Roll Call Vote – All Ayes. Motion Carried.

A motion to adjourn at 7:20 p.m. was made by Bill Berndsen and seconded by Steve Schmidt. Motion carried.

  
Jim Sprengel, President

  
Mary Ann Shelton, Secretary





Secretary's Report – December 6, 2006

The meeting was called to order at 8:05 PM by President Jim Sprengel.

Trustees present: Bill Berndsen, Gwen Fischer, Dolores Krebs, Joyce Krechnyak, Steve Schmidt, and Jim Sprengel.

Trustees absent: Meagan Holthaus and Mary Ann Shelton

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Minutes from the previous meeting on November 18, 2006 were read and approved.

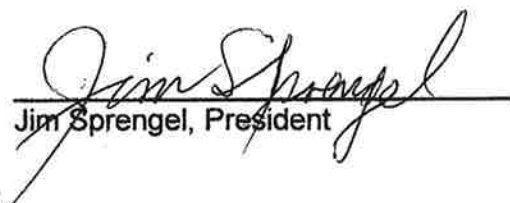
The treasurer's report was presented. A motion to pay the bills was made by Bill Berndsen and seconded by Steve Schmidt. The motion was approved on a roll call vote with all ayes. There was discussion regarding the two CD's with maturity dates of December 5, 2006 and December 15, 2006. A motion was made by Gwen Fischer for Delores Krebs and Jim Sprengel to secure the best interest rate possible for a new CD with an 11 or 12 month term using the funds from the CD with the maturity date of December 5, 2006. Bill Berndsen seconded the motion. Roll call vote was all ayes. Steve Schmidt made a motion for Delores Krebs and Jim Sprengel to take out a 91 day CD at the current interest rate using the funds from the CD with the maturity date of December 15, 2006. The motion was seconded by Bill Berndsen. Roll call vote was all ayes.

The librarian's report was presented. Jan said she received an inquiry from John Feldman about using the library for a presentation on a new language called Esperanto. Depending on public interest, he may want to hold weekly meetings thereafter. The board decided to table the issue until more information is provided. Jan reported that she received a letter from Charm Ruhnke concerning the Illinois Open Meeting Act. Effective January 1, 2007 if the board does not have a quorum, trustees can attend via electronic methods such as: telephone, Voice over IP (VoIP), or video, if the board makes provisions for such in their bylaws.

Under unfinished business, there was discussion concerning filling the Vice President's position. Steve Schmidt was nominated to take the position, replacing Jim Sprengel. Jim has assumed the President's duties, replacing Kay Chawgo, who submitted her letter of resignation on October 3, 2006. The board would like to thank Kay for her years of dedication and guidance.

Under new business, the board discussed the auditor's request for giving some consideration to a computerized accounting system. Jan will investigate this matter with some of the other libraries to find out what they are currently using and report back at the next meeting. Lois Zollner was appointed by Mayor Don Maue as a new trustee to the Library Board.

A motion to adjourn at 9:03 PM was made by Bill Berndsen and seconded by Joyce Krechnyak. Motion carried.

  
Jim Sprengel, President

  
Gwen Fischer, Secretary pro-tem



Secretary's Report – January 2, 2007

The meeting was called to order at 8:01 PM by President Jim Sprengel.

Trustees present: Bill Berndsen, Gwen Fischer, Meagan Holthaus, Steve Schmidt, Mary Ann Shelton, Jim Sprengel, and Lois Zollner.

Trustees absent: Dolores Krebs and Joyce Krechnyak

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Minutes from the previous meeting on December 6, 2006 were read and approved.

The treasurer's report was presented. A motion to pay the bills was made by Bill Berndsen and seconded by Steve Schmidt. The motion was approved on a roll call vote with all ayes. There was discussion regarding the 14-month CD with a maturity date of 1-3-07. Jim Sprengel will contact the local banks this week to determine which has the best interest rate and then concur with the Finance Committee prior to purchasing a new CD. Jim reported that he took out a new 11-month CD from Tempo Bank at 5.35% in the amount of \$26,907.39 to replace the CD that matured on 12-5-06. He also took out a new 11-month CD from Germantown Trust and Savings Bank at 5.10% in the amount of \$51,237.90 to replace the CD that matured on 12-15-06.

The librarian's report was presented. Diane Holtgrave requested that her 42 hours of unused vacation time be applied to her insurance repayment plan. The request was approved on a roll call vote with all ayes. There was also discussion concerning a one-time payment for unused sick leave hours for Jan Thomas and Diane Holtgrave as of 12-31-06. The board approved the payment on a roll call vote with all ayes. Jan will receive a payment of \$378.00 for 54 hours of unused sick leave and Diane will receive a payment of \$343.00 for 49 hours of unused sick leave.

Jan Thomas reported that she sent an email to the libraries in the Lewis and Clark Library system to find out what accounting systems they were currently using. She received some feedback from a few libraries but was told that the current systems they were using were quite expensive and difficult to use. One of the libraries provided several web sites to review. Steve asked if there were programs available from the State at no charge to libraries or if the City of Breese had a system that they were currently using that could also be used by the library. Jan will contact City Hall to find out what they are using and report back at the next meeting.

Under unfinished business, MaryAnn Shelton made a motion to nominate Steve Schmidt as Vice President. Gwen Fischer seconded the motion. The motion was approved on a roll call vote with all ayes.

Also under unfinished business, there was discussion concerning adding provisions to the by-laws to allow for trustees to attend meetings via electronic methods if the board does not have a quorum. The new board members will be provided with a copy of the current by-laws and further discussion will be held at the February meeting.

**Committee Reports:**

Building committee – Jan said that the lock on the bathroom door still doesn't work. Gwen will contact Kevin Timmermann to see if this problem can be taken care of soon.

Book committee – Meagan provided Jan with a list of children's books to consider purchasing the next time she placed an order.

Finance committee – nothing to report

Under new business, Jan mentioned that the board received an invitation to attend a Library Trustees and Public Officials seminar on 1-27-07 at the Fairview Heights Public Library from 9AM to 12 noon. This seminar will review financial responsibilities and obligations.

Attendance is voluntary but Jan needs to know by 1-20-07 if anyone is interested in attending since seating is limited.

Mary Ann Shelton submitted her resignation to the board, effective 1-2-07. The board would like to thank Mary Ann for her many years of service and for her responsibilities as secretary.

Mary Ann nominated Gwen Fischer as the new secretary and Lois Zollner seconded the motion. The board approved the nomination with roll call vote-all ayes.

Bill Berndsen made a motion to adjourn at 9:00 PM and it was seconded by Jim Sprengel.  
Motion carried.

  
Jim Sprengel, President

  
Gwen Fischer, Secretary

## SECRETARY'S REPORT

February 7, 2007

The meeting was called to order at 8:03 by President Jim Sprengel.

Trustees present: Steve Schmidt, Lois Zollner, Jim Sprengel, Dolores Krebs, Joyce Krechnyak, and Cindy Grapperhaus

Trustees absent: Bill Berndsen, Gwen Fischer, and Meagan Holthaus.

Also attending: Jan Thomas, Librarian.

Board members welcomed Cindy Grapperhaus, new member.

A quorum was established and the agenda was approved.

Minutes from the previous meeting were read and approved.

The treasurer's report was presented. A motion to pay the bills was made by Steve Schmidt, and seconded by Dolores Krebs. Motion was approved on a unanimous roll call vote.

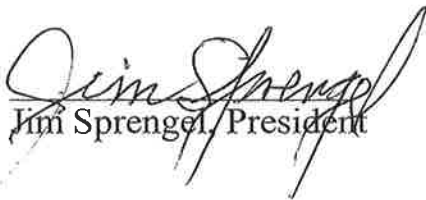
Librarian's report. Several books on forestry and tree identification were donated to the library by Central High School senior Nick Pruitt. A picture was taken & will be delivered to the Breese Journal. Also a christian rock cd was donated to the library by Scott Hutchinson. Scott wanted to leave additional copies of the cd's at the library for sale. The board decided to accept the gift cd, but library policy prevents from selling any additional cd's. Jan reported on the Quickbooks class she and Diane took at Techknow Solutions in Aviston. The board discussed this and decided Jan should call our auditor and ask him for recommendations for accounting programs. Jan handed out a flyer from Lewis & Clark Library System notifying us there is vacancy to fill for their board for one public library board member. No one expressed an interest at this time.

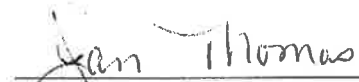
Unfinished Business: Revisions for Open Meetings Act was read and discussed. A motion was made by Steve Schmidt seconded by Cindy Grapperhaus to adopt these revisions. Motion carried on a unanimous vote.

Committee Reports: Jim reported for the finance committee on transferring 2 CD's from Tempo Bank to Germantown Trust for a higher interest rate.

New Business: Oath of Office forms were signed and dated by our newest members Lois Zollner and Cindy Grapperhaus. The final fee schedule for our Gatenet automation was received and appears to have gone down a little, Jan will inform board members when we get our next bill. Board member Lois Zollner agreed to serve on the book committee, and Cindy Grapperhaus will be on building and grounds. A copy of the Ethics Ordinance was given to each board member to read and will be discussed at the next meeting.

Joyce Krechnyak made a motion to adjourn meeting, seconded by Dolores Krebs. Motion carried.

  
Jim Sprengel, President

  
Jan Thomas, Acting Secretary

SECRETARY'S REPORT  
March 6, 2007

The meeting was called to order at 8:05 p.m. by President, Jim Sprengel.

Trustees present: Meagan Holthaus, Joyce Krechnyak, Bill Berndsen, Lois Zollner, Steve Schmidt, Dolores Krebs, and Cindy Grapperhaus.

Trustees absent: Gwen Fischer

Also attending: Diane Holtgrave, Assistant Librarian.

A quorum was established and the agenda approved.

Minutes from the previous meeting were read and approved.

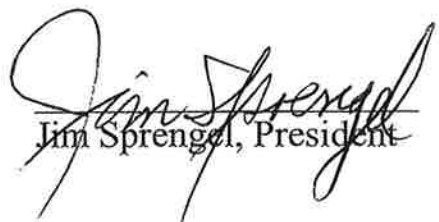
The Treasurer's report was presented. A motion to pay the bills was made by Bill Berndsen, and seconded by Joyce Krechnyak, and approved on a roll call vote.


Librarian's report. A letter from Central PAWS for post prom contribution was denied and asked to be taken off their list. Quicken and Quickbooks has been tabled. Information on reciprocal borrowing should be put on our web page. Call TechKnow Solutions and ask Michelle Stockmann to work on three computers, also ask her about a spreadsheet program. A plaque and two Sesquicentennial Pictorial History books were presented to the Library from the Breese Historical Society.

Unfinished business: Ethics ordinance was discussed, some questions about the Ethics Commission came up, and Jan is to call City Hall and ask about this.

New Business: The building and grounds committee will call Kevin Timmermann our library representative from City Council and discuss the parking problems at the library.

A motion to adjourn meeting was made by Bill Berndsen, seconded by Joyce Krechnyak. Motion carried. Meeting adjourned at 9:00 p.m.

  
Jim Sprengel, President

  
Diane Holtgrave, Acting Secretary





### Secretary's Report – April 3, 2007

The meeting was called to order at 8:06 PM by Vice-President Steve Schmidt.

Trustees present: Bill Berndsen, Gwen Fischer, Cindy Grapperhaus, Meagan Holthaus, Dolores Krebs, Steve Schmidt, and Lois Zollner.

Trustees absent: Joyce Krechnyak and Jim Sprengel

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Secretary's report - Minutes from the previous meeting were read and approved. Motion was approved on a unanimous roll call vote.

The treasurer's report was presented. A motion to pay the bills was made by Bill Berndsen and seconded by Dolores Krebs. The motion was approved on a roll call vote with all ayes.

The librarian's report was presented. Jan Thomas reported that the FY2007 Illinois Public Library per capita grant was received in the amount of \$4,952.73. Jan said she received a letter from Ferd Mueller, County Clerk, stating that the Real Estate Tax payments would be sent late so there will be a delay in receiving the money. She also reported that the carpet was recently cleaned. Jan said she received a complaint about the trash placed in the trash bin being found loose on the outside of the bin. The janitor was contacted to make sure all trash bags are tied securely before being placed in the bin.

#### Committee Reports:

Building committee – Jan reported that the grass has not been mowed yet and is getting quite long. There was also discussion about posting signs indicating 'Library Parking' to ensure that library patrons had parking spaces available since the lot is also used for overflow parking by some surrounding businesses. The board members said there was a problem with broken glass from bottles left on the parking lot. The board wanted to know if the back parking lot could be restriped to prevent drivers from blocking in vehicles parked on the back row of the lot. They also inquired if concrete curbs could be placed along the back of the building to prevent vehicles from being parked too close to the building. There was also discussion on when the new rooftop heating/air conditioning unit would be installed. Gwen Fischer contacted Kevin Timmermann after the meeting regarding the questions raised. Kevin said that he would call Bob Venhaus on April 4<sup>th</sup> to take care of contacting Mike Schulte regarding the lawn service. Kevin also said that the city would take care of purchasing concrete curbs for the back of the building and restriping the lot. He said that he will address the overflow parking issue and broken glass problem at the next City Council meeting. Kevin reported that the rooftop heating/A.C. unit has been ordered and should be installed in the next few weeks. He said that it will be a total replacement of the previous unit and includes a two-year warranty on parts and labor.

Book committee –nothing to report  
Finance committee – nothing to report

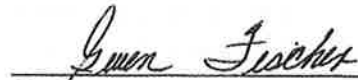
Under unfinished business, Jan reported that the Ethics Ordinance adopted in May 2004 is still valid and no action is required by the board at this time.

Under new business, Jan also reported that three of the computers were recently serviced by TechKnow Solutions and are now working fine. She also said that the color printer is not working properly and has already been repaired once. The board discussed obtaining a replacement printer. Lois Zollner made a motion for Jan to purchase a new color laser printer comparable to the current printer. Meagan Holthaus seconded the motion. Roll call vote approved with all ayes.

Jan mentioned that the board received a letter of resignation from Joyce Krechnyak on March 16, 2007. The board would like to thank Joyce for her many years of service and dedication.

Gwen Fischer made a motion to adjourn the meeting at 8:30 PM. Dolores Krebs seconded the motion. Motion carried.

  
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Steve Schmidt, Vice-President

  
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Gwen Fischer, Secretary

## Secretary's Report – May 1, 2007

The meeting was called to order at 8:04 PM by President Jim Sprengel.

Trustees present: Gwen Fischer, Meagan Holthaus, Dolores Krebs, Steve Schmidt, Jim Sprengel, and Lois Zollner.

Trustees absent: Bill Berndsen and Cindy Grapperhaus

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Secretary's report: Minutes from the previous meeting were read and approved. Motion was approved on a roll call vote.

The treasurer's report was presented. A motion to pay the bills was made by Steve Schmidt and seconded by Lois Zollner. The motion was approved on a roll call vote with all ayes.

The librarian's report was presented.

- A. Jan Thomas reported that the FY2007 Illinois Public Library per capita check was received in the amount of \$4,952.73.
- B. Jan also reported that she attended a disaster planning workshop on April 23, 2007. She said that the disaster planning documents need to be updated for the per capita grant and that she is waiting for new forms to be provided for training of new employees and new board members. The system will offer classes for new board members later this year.
- C. Jan said that she purchased a new color printer from Sam's Club and it was installed by the system last week. The cost of the printer was \$299.40.
- D. The new rooftop furnace and air conditioning unit was installed on April 10, 2007.
- E. Jan reported that she is compiling the Annual Report which is due the end of May.

Unfinished Business: The board is still seeking a new board member to replace Joyce Krechnyak, who submitted her letter of resignation at the last meeting.

### Committee Reports:

Building committee – the board asked if one of the parking spots on the back row of the parking lot could be painted with an 'X' to prevent patrons from being blocked in. Gwen will contact Kevin Timmermann to have him bring up at the next city council meeting. The board also asked if signs could be posted on the building to note 'Library parking only during scheduled Library hours'.

Book committee – nothing to report

Finance committee – nothing to report

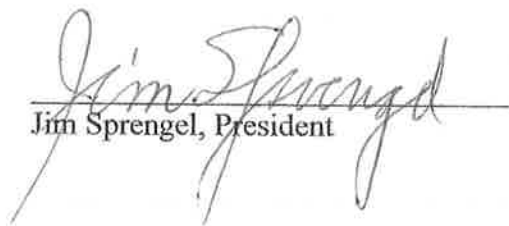
### New Business:

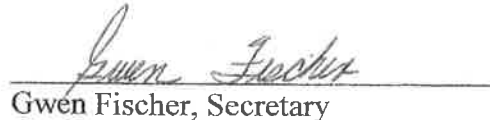
- A. One of the CD's in the building fund has a maturity date of May 8, 2007 and a value of \$42,777.24. After a discussion on the funds required to cover expenses for the next

several months, Steve Schmidt made a motion to cash the CD and deposit it in the savings account. Lois Zollner seconded the motion. Motion passes with all ayes.

- B. Jim Sprengel said that a committee needs to be formed to nominate officers for next year. He selected Meaghan Holthaus as the chair of the committee with Lois Zollner and Cindy Grapperhaus as committee members and asked them to report their recommendations at the June meeting.
- C. Jan said that she received a letter from Vicky Ranz, library patron, requesting that the library establish a WI-FI access for lap-top users. Jan will investigate the cost and equipment requirements and report back at the next meeting.
- D. Jan indicated that the board needs a policy in the policy file to initiate a "Family Stop" program in the library system. This program will prevent any family member from signing out books, magazines, CD's, videos, etc. from any library in the library system if any member of that family has overdue fines. A notice will be sent to the person who incurred the overdue fines informing them that all family members will have a suspension of library privileges until all outstanding fines have been paid. If the individual who incurred the outstanding fines is a minor, the notice will be sent to the parent or legal guardian of the minor. Lois Zollner made a motion to have Jan initiate such a policy and it was seconded by Gwen Fischer. Roll call vote-all ayes.

Gwen Fischer made a motion to adjourn the meeting at 8:52 PM. Dolores Krebs seconded the motion. Motion carried.

  
Jim Sprengel, President

  
Gwen Fischer, Secretary

### Secretary's Report – June 11, 2007

The meeting was called to order at 8:01 PM by President Jim Sprengel.

Trustees present: Gwen Fischer, Carol Grapperhaus, Dolores Krebs, Steve Schmidt, Jim Sprengel, and Lois Zollner.

Trustees absent: Bill Berndsen and Cindy Grapperhaus

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

The board welcomed Carol Grapperhaus as a new library board member replacing Joyce Krechnyak who resigned.

Secretary's report: Minutes from the previous meeting were read. Steve Schmidt made a motion to approve the minutes and Lois Zollner seconded. Motion passed on a roll call vote.

The treasurer's report was presented. A motion to pay the bills was made by Gwen Fischer and seconded by Dolores Krebs. The motion was approved on a roll call vote with all ayes.

The librarian's report was presented.

- A. Jan Thomas said that she completed the Annual Report the end of May and submitted it to the Illinois State Library system and the Lewis and Clark Library system.
- B. Jan also reported that she received information on a resource tool called NoveList, which is an electronic resource for looking up information associated with novels (authors, titles, similar authors, etc). This resource has an annual fee of \$175 and the state would pick up half of the cost. The board decided against purchasing this resource as there are websites that can be used to look up this information at no cost.
- C. Jan indicated that the Lewis and Clark Library system asked librarians to submit letters to their State Senator/Representatives voicing their opposition to HB 1727. House Bill 1727 is an Internet Screening in Public Libraries Act. This Bill would require libraries to install filters on their computers to prevent the display of any visual depictions that are harmful to minors. Jan said that the system indicated these filters would also block access to some sites that are not harmful and would be more of a hindrance than a help for people working on research papers. Jan said that she sent a letter to John O. Jones expressing her concerns but had not heard any more regarding this.
- D. Jan reported that the Summer Reading program will run from July 2<sup>nd</sup> to July 27<sup>th</sup> and is open to children between the ages of 6 and 12. This year's program is called "Mission Read: to the Library and Beyond". Sign-up started June 11<sup>th</sup> with a limit of 50 participants. She indicated that the librarians will do a craft activity with the children every Friday in July between 1:30 and 2:30 PM.
- E. The Lewis and Clark system sent a letter to the library announcing that the Edwardsville location will serve as a drop-off site for all old information technology equipment. Lois Zollner made a motion to give the librarian authority to dispose of any old outdated technology equipment. Steve Schmidt seconded and the motion passed with all ayes.

Committee Reports:

Building committee – Gwen Fischer reported that she talked to Kevin Timmermann concerning the following:

- A. Parking curbs in the front row of the parking spaces on the back parking lot - Kevin said that Don Voss is looking into fiberglass parking curbs instead of concrete so they won't break apart if they are hit with a snow plow. He said the city won't have time to install them until the end of the year.
- B. Broken glass on the back parking lot - Kevin reported that Jimmy T's is supposed to be checking the parking after the bar closes to make sure that any bottles or broken glass are picked up and disposed of.
- C. Posting 'Library Parking Only during scheduled library hours' signs – Kevin will discuss with the finance committee at the next council meeting.
- D. Painting an "X" in one of the parking spots on the back row to prevent library patrons from being blocked in – Kevin said that this would not be an issue and will address with the city council.

Book committee –nothing to report

Finance committee – Carol Grapperhaus was added as a committee member, replacing Joyce Krechnyak.

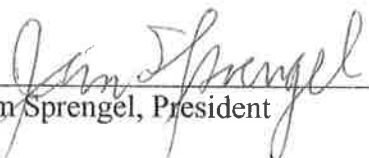
Unfinished Business:

- A. Election of Officers- Lois Zollner made a motion that the following slate of officers be approved by acclamation: President – Jim Sprengel, Vice President-Steve Schmidt, Treasurer- Dolores Krebs, and Secretary – Gwen Fischer. Carol Grapperhaus seconded the motion. Motion carried with all ayes.
- B. WI-FI –Jan said she called the library system concerning a WI-FI set-up and they said if the library purchased a wireless router, they would install it. Jan will order a Broadband Router from Software Plus based on information provided by the system. The total cost is \$67.96.

New Business:

- A. The board reviewed applications for a part-time library clerk position to replace Marge Winkeler who resigned. This position requires the individual to work every Tuesday and Friday from 3:00 PM to 8:00 PM and fill in when Jan and Diane are on vacation or out sick. Gwen Fischer abstained from voting because one of the applicants was a relative. Steve Schmidt made a motion to hire Maribeth Rogers starting July 2, 2007 to fill this position at an hourly rate of \$7.50. Lois Zollner seconded the motion and the motion passed on a roll call vote.
- B. Jan reported that the FAX machine broke and she has been unable to find anyone that can repair it. The board discussed options and Steve Schmidt made a motion for Jan to purchase a new one. Dolores Krebs seconded the motion and the motion passed with all ayes.

Gwen Fischer made a motion to adjourn the meeting at 9:10 PM. Dolores Krebs seconded the motion. Motion carried. The next meeting is scheduled for July 3, 2007.

  
Jim Sprengel, President

  
Gwen Fischer, Secretary

- C. Kevin indicated that the city would not provide “No Parking during scheduled Library Hours” signs because the lot was a public lot and they felt the money would be better spent somewhere else.
- D. Kevin also informed the board that Tehandon Landscapes and Trees was on a monthly retainer with the city for City Hall and the Library and would be trimming the shrubs and trees and pulling weeds from the landscaping. He indicated the board should contact him if they wanted any landscape changes.

Book committee – nothing to report

Finance committee – nothing to report

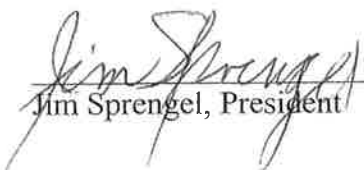
**Unfinished Business:**

- A. Wi-Fi –Jan said that the wireless router had been installed and a few patrons had already used it to access the internet.

**New Business:**

- A. Jan said that the Per Capita Grant required that the Disaster Plan be upgraded. Kevin said that Tim Schleper was in charge of Homeland Security for the city and could check to see if the Library is covered under the city’s plan. Jan also wanted to confirm that the Library had smoke detectors since none are visible. She also wanted to know if the Library needed for the book drop to be fire proof and if a sprinkler system was installed or needed to be installed. Jan will contact Tim Schleper and ask him to stop by the Library to discuss.
- B. Jim reported that a CD in the amount of \$15,747.82 will mature on August 15, 2007. He said that he checked all of the banks in town and Tempo Bank had the best rates. He said their CD rates for all terms were currently at 5.25% with a yield of 5.32%. Jim recommended that the board reinvest in a 6-month term. Steve Schmidt made a motion to reinvest the CD at a 6-month term from Tempo Bank and Gwen Fischer seconded the motion. Motion passed with all ayes.
- C. Jim said that he had been checking into dates in December for the annual Christmas party. He checked with Bent Oak golf course but found that they were already booked the first three Saturday’s in December. He also checked with Tony’s restaurant to get prices and found they have the first three Saturday’s in December available. After some discussion, the board decided to check into a few other alternatives before making a decision. Jim will check with several other establishments and report back at the next meeting.

Jim made a motion to adjourn the meeting at 9:30 PM, and it was seconded by Cindy Grapperhaus. Motion carried. The next meeting is scheduled for September 4, 2007.

  
Jim Sprengel, President

  
Gwen Fischer, Secretary





## Secretary's Report – July 3, 2007

The meeting was called to order at 8:02 PM by President Jim Sprengel.

Trustees present: Bill Berndsen, Gwen Fischer, Carol Grapperhaus, Steve Schmidt, Jim Sprengel, and Lois Zollner.

Trustees absent: Cindy Grapperhaus and Dolores Krebs

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Secretary's report: Minutes from the previous meeting were read. Lois Zollner made a motion to approve the minutes and Steve Schmidt seconded. Motion passed on a roll call vote.

The treasurer's report was presented. A motion to pay the bills was made by Bill Berndsen and seconded by Gwen Fischer. The motion was approved on a roll call vote with all ayes.

The librarian's report:

- A. Jan Thomas said that the librarian's report had not been published on the website yet.
- B. Jan also reported that she received a FY2008 ILLINET/OCLC Services Agreement with I-SHARE. This is a program that allows the library to order books and research information from colleges. Lois Zollner made a motion to approve participation in this program and Steve Schmidt seconded it. Motion passed on a roll call vote.
- C. Jan said that the new librarian clerk, Maribeth Rogers, had been in training for the last few weeks and her first official work day was July 3, 2007.
- D. Jan reported that she has received several complaints from library patrons about the restrooms not being cleaned and trash cans overflowing in front of the library. The board discussed the issue and agreed to prepare a checklist for the janitor with a list of duties that need to be performed on a daily basis. This checklist will be covered with the janitor and the issue will be tracked on a monthly basis to ensure that there are no more complaints.

Committee Reports:

Building committee: Gwen Fischer will contact Kevin Timmermann about timelines for installing No Parking signs, parking curbs, and painting an "X" on one of the parking spots behind the library.

Book committee –nothing to report

Finance committee – nothing to report

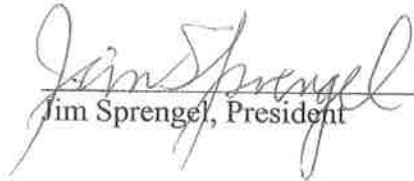
Unfinished Business:

- A. Wi-Fi –Jan said that the wireless router is in and she contacted the Lewis and Clark Library system about installing it. She was told it would probably be mid-July before they could send someone out to install it.
- B. FAX machine – Jan reported that the new FAX machine that was purchased last month was returned and the library received a credit for the purchase. It turned out that old FAX machine was still working properly but the issue was that the phone line was dead. Jan called AT&T to have the phone line repaired and the old FAX machine was installed and is working fine.

New Business:

Pay raises – A motion was made by Carol Grapperhaus at 8:31 PM to go into executive session to discuss pay raises for the library staff. The motion was seconded by Lois Zollner. After some discussion, the board agreed to grant a 4% hourly pay raise for Jan Thomas and Diane Holtgrave, retroactive to July 2, 2007. Gwen Fischer made a motion to leave executive session at 8:46 PM and Steve Schmidt seconded. Motion was approved on a roll call vote.

Lois Zollner made a motion to adjourn the meeting at 8:49 PM, seconded by Carol Grapperhaus. Motion carried. The next meeting is scheduled for August 7, 2007.

  
Jim Sprengel, President

  
Gwen Fischer, Secretary

### Secretary's Report – August 7, 2007

The meeting was called to order at 8:00 PM by President Jim Sprengel.

Trustees present: Gwen Fischer, Carol Grapperhaus, Cindy Grapperhaus, Meagan Holthaus, Dolores Krebs, Steve Schmidt, Jim Sprengel, and Lois Zollner.

Trustees absent: Bill Berndsen

Also attending: Jan Thomas, Librarian and Kevin Timmermann, Alderman

A quorum was established and the agenda was approved.

#### **Secretary's report:**

Minutes from the previous meeting were read. Carol Grapperhaus made a motion to approve the minutes and Dolores Krebs seconded. Motion passed on a roll call vote.

#### **Treasurer's report:**

A motion to pay the bills was made by Meagan Holthaus and seconded by Gwen Fischer. The motion was approved on a roll call vote with all ayes.

#### **Librarian's report:**

- A. Jan Thomas reported that the summer reading program had ended and that there had been a good turnout. She showed the board pictures from Storyteller day.
- B. Jan said that tax bills were to be mailed out no later than August 10<sup>th</sup> and the library should receive tax money by September 28<sup>th</sup>.
- C. Jan also reported that she provided the auditor information for fiscal year 2006-2007.
- D. Jan said that she received a Discover card bill for some McAfee anti-virus that she had attempted to download to the computers. The download failed, so she asked for a refund from McAfee but was getting the runaround. Cindy Grapperhaus suggested that she contact Discover directly to dispute the charges. Jan said that she found out the library was eligible for a corporate rate for anti-virus software for the eight computers. She received two bids for Norton anti-virus software: Software Plus for \$261.92 and Zones for \$141.89. She was going to call and confirm that both bids provided the same software and if both included maintenance. She wanted to know if it was OK to order the software for all eight computers. Lois Zollner made a motion for the librarian to order anti-virus software for the eight computers and Cindy Grapperhaus seconded the motion. Motion passed on roll call vote.
- E. Jan said that the library received a phone call asking them to remove the old flag because it was torn and needed to be replaced. Kevin Timmermann indicated that the city would provide a new flag for the library.

#### **Committee Reports:**

##### **Building committee:**

- A. Gwen Fischer said that Kevin Timmermann informed her that the city will paint a lane on the back row of the parking lot to prevent patrons from being "blocked in" when they park in the front rows.
- B. The city also agreed to place fiberglass parking curbs in the lanes next to the building but didn't have a timeline for completing the work.



### Secretary's Report – September 4, 2007

The meeting was called to order at 8:03 PM by President Jim Sprengel.

Trustees present: Bill Berndsen, Gwen Fischer, Carol Grapperhaus, Cindy Grapperhaus, Meagan Holthaus, Steve Schmidt, Jim Sprengel, and Lois Zollner.

Trustees absent: Dolores Krebs

Also attending: Jan Thomas, Librarian and Kevin Timmermann, Alderman

A quorum was established and the agenda was approved.

#### **Secretary's report:**

Minutes from the previous meeting were read. Lois Zollner made a motion to approve the minutes and Cindy Grapperhaus seconded. Motion passed on a roll call vote with all ayes.

#### **Treasurer's report:**

A motion to pay the bills was made by Bill Berndsen and seconded by Carol Grapperhaus. The motion was approved on a roll call vote with all ayes.

**Librarian's report:** nothing to report

#### **Committee Reports:**

Building committee:

- A. Kevin Timmermann attended the meeting to explain the decision made by the City to no longer pay the salary of the janitor at the Library. He said the City Board voted unanimously to have the library start picking up the expense of the janitor's salary as well as all cleaning supplies effective September 1, 2007. He said that would give the library authority to deal directly with any janitorial issues. Kevin said that Jan could contact Sandy or Wendy at City Hall to order bulk cleaning supplies the same time the city turns in an order.
- B. The Library Board discussed setting up an account with one or more local businesses for the purchase of cleaning supplies.
- C. Jim told Kevin that the Library Board needed a written statement of what the city will be responsible for regarding the building, grounds, maintenance, etc. Kevin agreed that it was a good idea to have it documented and said he would bring it up at the next City Board meeting.
- D. Jan asked who was responsible for mowing the grass and trimming. Kevin said it was Mike Schulte. He also said that Tehandon was responsible for the landscaping and they would be trimming the shrubs and the tree near North 3<sup>rd</sup> Street in the near future. Kevin also confirmed that the City would place fiberglass parking curbs on the East and South sides of the Library later this year. He said they would also paint one of the lanes on the back row of the parking lot to show it was not designated as parking.
- E. The Building Committee decided to meet on Wednesday, September 5<sup>th</sup>, to review the applications that were submitted for the janitorial position and contact the applicants to schedule interviews on Saturday, September 8<sup>th</sup>.
- F. The Board discussed the issues concerning smoke alarms and fire notification and Jan said that Bob Wuest is supposed to do a walk-thru of the library to identify what is

required for fire protection. Kevin said that the library needed an activation system. He also said that all emergency exits needed to be marked as such and have an emergency route posted. Jan replied that all emergency exits were already marked.

- G. Kevin said that the City Building Committee should meet with the Library Building Committee concerning installing the following: smoke detectors, fire alarms hooked up to the power plant for 24 hour coverage, running fiber to the library, and replacing the book drop box with something fireproof. He said we need a plan that shows what the city is responsible for so that future board members have a document to reference.

Kevin will contact Gwen Fischer with a date for the meeting.

Book committee – nothing to report

Finance committee – nothing to report

**Unfinished Business:**

- A. Jim discussed several options for the Library Board Christmas party. The Board agreed to table the issue until a future meeting and possibly pick a date in January instead of December.
- B. Lois made a motion for the Building Committee to interview and hire a janitor prior to the next meeting. Carol seconded the motion and it was approved on an all ayes vote.
- C. Jan said that the Per Capita Grant required emergency contact phone numbers for each Board member. The Board members present provided her their contact information.

**New Business:** none

Bill made a motion to adjourn the meeting at 10:07 PM, and it was seconded by Gwen. Motion carried. The next meeting is scheduled for October 2, 2007.

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Jim Sprengel, President

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Gwen Fischer, Secretary

### Secretary's Report – October 2, 2007

The meeting was called to order at 8:00 PM by President Jim Sprengel.

Trustees present: Bill Berndsen, Gwen Fischer, Carol Grapperhaus, Cindy Grapperhaus, Steve Schmidt, and Jim Sprengel.

Trustees absent: Dolores Krebs, Meagan Holthaus, and Lois Zollner

Also attending: Jan Thomas, Librarian and Kevin Timmermann, Alderman

A quorum was established and the agenda was approved.

#### **Secretary's report:**

Minutes from the previous meeting were approved as read.

#### **Treasurer's report:**

Bill Berndsen made a motion to pay the bills and Steve Schmidt seconded the motion. The motion was approved on a roll call vote with all ayes.

#### **Librarian's report:**

- A. Disaster Plan: Jan said that Tim Schleper prepared a disaster plan for the library which was required for the Per Capita Grant. A copy will be mailed to the Secretary of State & State Librarian, Jesse White. The plan includes procedures to follow in the case of a disaster, contact lists, restoration policies, etc. Steve made a motion to approve the disaster plan and it was seconded by Carol Grapperhaus. Approved on a roll call vote with all ayes.
- B. Per Capita Grant: Jan said that the Per Capital Grant requires that the library adopt an orientation package for new staff members and trustees. She prepared a package for both that she shared with the board. Steve made a motion to approve the package and Gwen Fischer seconded the motion. Motion passes on a roll call vote.
- C. Microfiche maintenance agreement: Jan said that she received a bill from Document Imaging Systems, Inc. in the amount of \$935 for a maintenance agreement on the Microfiche reader. After some discussion by the board, Steve made a motion to pay the bill and Cindy Grapperhaus seconded the motion. Motion passed on roll call vote.

#### **Committee Reports:**

##### **Building committee:**

- A. Gwen reported that effective September 10, 2007 the Building Committee hired Sheila Meier as the new janitor. All of the other applicants who were interviewed for the job were sent letters advising that their applications would be kept on file.
- B. The City installed parking bumpers on the front lanes of the south and east parking lots on September 27<sup>th</sup>. Jan said that the lanes on the parking lot were painted last week but a lane in the back row of the lot still needed to be painted out so that no one would park in it. Kevin Timmermann attended the meeting after the City Council meeting and said that he would contact Rooters to ask them to come back and paint it.
- C. Gwen made a motion to purchase a gift certificate from a local restaurant in the amount of \$15 to the two students who volunteered to clean the library as their community service work until a new janitor was hired. These students volunteered more hours than

what was required for their committee service and the board wanted to show their appreciation by sending them a gift certificate. Jim seconded the motion and it passed with a roll call vote.

- D. Jan said that a company called Tech Electronics did a walk through of the library and submitted their recommendations to the city for installing a fire alarm system. Kevin said that the bid they provided was for \$4927 and included installing smoke detectors, flashing lights, etc. to bring the library up to full compliance. Kevin also said when the fire alarm system is installed modems will be installed on the phone line and FAX line because the system requires a dedicated line. There was discussion about installing a Knox Box rapid entry system which would give the fire department access to the library in the event of an after-hours emergency. Kevin said that the city would pick up the cost of the Knox Box but it would be discussed in more detail at a later date.
- E. There was also discussion on when the new book drop would be installed. Kevin said the Street Department has projects stacked up and won't be able to get to this until the winter months.
- F. Gwen asked Kevin when he wanted the Library Building Committee to meet with the City Building Committee to discuss and document City versus Library responsibilities. Kevin said next week would work and the committee agreed to meet at City Hall on Tuesday, October 9<sup>th</sup> at 7:00 PM. Kevin asked the Library Board to think about their long term plans for the next 5-10 years (grants, expansion, etc.).

Book committee – nothing to report

Finance committee – nothing to report

**Unfinished Business:** none

**New Business:** none

Carol made a motion to adjourn the meeting at 9:10 PM, and it was seconded by Cindy. Motion carried. The next meeting is scheduled for Monday, November 5, 2007.

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Jim Sprengel, President

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Gwen Fischer, Secretary



- C. The board asked about the Knox box that was supposed to be ordered so that the Fire Department would have access to the library in case of an emergency. Kevin said it will be ordered at a later date.

Book committee – nothing to report

Finance committee – nothing to report

**Unfinished Business:** none

**New Business:**

- A. Jan Thomas shared with the board the Audit Report for the Year Ended April 30, 2007 that was prepared by Mark G. Richter, CPA. The board reviewed the Balance Sheets and Statements of Revenue and Expenses.
- B. Kevin said that the board needed to be thinking about a long range plan for the library and needed a comprehensive plan. He said the board needed to determine grant cycles and letters of intent. Steve Schmidt stated that there was no more room for new computers and there was no privacy for users who accessed the internet. He also said there was no room for new books due to lack of space.
- C. Jan Thomas asked about Holiday hours for the library concerning Veteran's Day and Christmas. After considerable discussion by the board, Lois Zollner made a motion for the library to observe Veteran's Day on Monday, November 12<sup>th</sup> and Christmas on Monday, December 24<sup>th</sup> and Tuesday, December 25<sup>th</sup>. Meagan Holthaus seconded the motion and it passed with all ayes.

Steve Schmidt made a motion to adjourn the meeting at 9:10 PM, and it was seconded by Cindy Grapperhaus. Motion carried. The next meeting is scheduled for Monday, December 3, 2007.

  
Jim Sprengel, President

  
Gwen Fischer, Secretary



### Secretary's Report – November 5, 2007

The meeting was called to order at 8:02 PM by President Jim Sprengel.

Trustees present: Gwen Fischer, Carol Grapperhaus, Cindy Grapperhaus, Meagan Holthaus, Dolores Krebs, Steve Schmidt, Jim Sprengel, and Lois Zollner.

Trustees absent: Bill Berndsen

Also attending: Jan Thomas, Librarian and Kevin Timmermann, Alderman

A quorum was established and the agenda was approved.

#### **Secretary's report:**

Minutes from the previous meeting were read and approved.

#### **Treasurer's report:**

Lois Zollner made a motion to pay the bills and it was seconded by Meagan Holthaus. The motion was approved on a roll call vote with all ayes.

#### **Librarian's report:**

- A. There are two Certificates of Deposit that are going to mature in November. One on November 11<sup>th</sup> in the amount of \$28,252.91 and one on November 22<sup>nd</sup> for \$53,224.68. There was discussion on taking a portion of the money currently in the checking account and placing it into a short-term CD. Gwen Fischer made a motion to take \$35,000 from checking and invest it in a CD and to also roll over the two CD's into a short-term CD once they mature. Steve Schmidt seconded the motion. Motion passed on a roll call vote.
- B. Jan Thomas said the library received a letter from the Breese Historical Society requesting a donation of a brick paver for their Historical Society project. The request was discussed and tabled.
- C. Jan Thomas asked if the board would consider purchasing a lap top computer for the librarian's use. She said since the library now has WI-FI service, a second computer would be very helpful because there are many times when Jan and Diane both need to use the computer at the same time and a second computer would allow each of them to working on projects at the same time. Kevin Timmermann said he might know of a lap top that the library could have and would do some checking and will let Jan know what he finds out.

#### **Committee Reports:**

##### **Building committee:**


- A. Kevin Timmermann attended the meeting to report on a meeting that was held between the City Board and the Library Building Committee on October 9, 2007. The meeting was held to document the responsibility the City of Breese has with the Breese Public Library Board. Kevin brought along minutes from the meeting and all trustees were given a copy for future reference.
- B. Kevin also said that the fire alarm system for the library was ordered from Tech Electronics. He said the city won't be able to start the installation of the system until January 2008. The library will be responsible for the monthly maintenance fee to monitor the alarm status.



**New Business:**

- A. Jan Thomas asked if the library could close early on December 31, 2007. The board discussed the request and Lois Zollner made a motion for the library to close at 5:00 PM on December 31, 2007. The motion was seconded by Carol Grapperhaus and passed on a roll call vote with all ayes.
- B. Lois Zollner inquired about the probationary period for the new library clerk, Maribeth Rogers and said that she thought Maribeth was doing a great job and should get a raise. Lois made a motion to grant the library clerk a \$1.00 per hour raise effective December 4, 2007. The motion was seconded by Carol Grapperhaus. The motion passed on a roll call vote with a majority rule outcome.
- C. Cindy Grapperhaus asked if the board had a policy for new hires. Jim Sprengel responded that they did not. The board agreed to review policies and bylaws at the beginning of 2008.
- D. Jan Thomas said that Diane Holtgrave wanted to apply her unused vacation time to her insurance repayment plan. The board discussed the request and agreed that it was OK.

Cindy Grapperhaus made a motion to adjourn the meeting at 8:45 PM, and it was seconded by Dolores Krebs. Motion carried. The next meeting is scheduled for Tuesday, January 8, 2008.

  
Jim Sprengel, President

  
Gwen Fischer, Secretary



### Secretary's Report – December 3, 2007

The meeting was called to order at 8:01 PM by President Jim Sprengel.

Trustees present: Gwen Fischer, Bill Berndsen, Carol Grapperhaus, Cindy Grapperhaus, Dolores Krebs, Jim Sprengel, and Lois Zollner.

Trustees absent: Meagan Holthaus and Steve Schmidt

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

#### **Secretary's report:**

Minutes from the previous meeting were read and approved as submitted.

#### **Treasurer's report:**

Dolores Krebs made a motion to pay the bills and it was seconded by Cindy Grapperhaus. The motion was approved on a roll call vote with all ayes.

#### **Librarian's report:**

- A. Jan Thomas said that the library received the second installment from Real Estate tax money in the amount of \$59,000. She deposited it in the checking account on December 3, 2007.
- B. Jim Sprengel reported that he cashed out the CD's that matured in November and withdrew \$35,000 from the checking account to open the following CD's with Tempo Bank per the motion that was made at the November meeting:
  - \$53,678.33    6 month    5.09% APY
  - \$35,000.00    6 month    5.09% APY
  - \$28,261.19    9 month    5.25% APY
- C. Jan Thomas said that she received an invite to a Literacy Council Advisory Committee meeting at Kaskaskia College on December 12, 2007 at the Student Center. Cindy Grapperhaus indicated that she might attend depending on her schedule.
- D. Jan also reported that the library received an email from Fr. Jack Frerker asking if he could use the library for a book signing. He will schedule a time in spring 2008.
- E. Jan said that the library board received an invite to a TIF meeting that will be held at City Hall on December 4, 2007 to discuss the FY-2006 fiscal year.

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#### **Committee Reports:**

Building committee – nothing to report

Book committee – nothing to report

Finance committee – nothing to report

#### **Unfinished Business:**

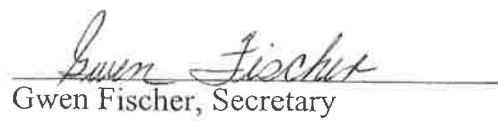
Jan asked if the board heard back from Kevin Timmermann on the possibility of locating a laptop for the library's use. No one had and Gwen Fischer will contact Kevin after the meeting and report back at the next meeting. The board told Jan to check into prices on lap tops in the meantime.





The next meeting is scheduled for Monday, February 4, 2008 at 8:00 PM.

  
Jim Sprengel, President

  
Gwen Fischer, Secretary



## Secretary's Report – January 8, 2008

The meeting was called to order at 8:00 PM by President Jim Sprengel.

Trustees present: Gwen Fischer, Bill Berndsen, Carol Grapperhaus, Cindy Grapperhaus, Dolores Krebs, Jim Sprengel, Steve Schmidt, and Lois Zollner.

Trustees absent: Meagan Holthaus

Also attending: Jan Thomas, Librarian and Judy Pariseau, guest

A quorum was established and the agenda was approved.

### **Secretary's report:**

Minutes from the previous meeting were read and approved as submitted.

### **Treasurer's report:**

Bill Berndsen made a motion to pay the bills and Lois Zollner seconded the motion. Motion passed on a roll call vote.

### **Librarian's report:**

Nothing to report.

### **Committee Reports:**

**Building committee** – Gwen Fischer reported that she spoke with Kevin Timmermann after the last meeting and he said he was unable to locate a lap-top computer for the library's use. Kevin thought he might be able to obtain one from the state but he said that many municipalities had requested them and there were none available.

**Book committee** – nothing to report

**Finance committee** – nothing to report.

### **Unfinished Business:**

Jan Thomas told the board that she had priced a lap-top computer at Sam's Club but wasn't sure what was a good price. The board discussed looking at other businesses and Gwen Fischer suggested Dell for a price comparison. Jan will do more investigating and report back at the next meeting.

### **New Business:**

- A. Jan Thomas provided accumulated excess sick leave payment forms for herself and Diane Holtgrave, which were signed by the President and Treasurer. Jan's payment was \$469.00 and Diane's payment was \$441.00.
- B. Jan Thomas reported that the dumpster in the back alley had been removed on January 7<sup>th</sup>. She contacted the mayor and he indicated that the building behind the library had been sold and the dumpster was removed. When Jan asked what the library was supposed to do with their trash, he indicated to take it to City Hall as an interim solution. He said that he will bring up the issue at the City Council meeting tonight (January 8<sup>th</sup>) and inquire about getting a dumpster for the library.
- C. Jan Thomas also said that the board agreed to review policies after the first of the year. Jim Sprengel assigned a committee to review the Library Policies and report back at the

next meeting. Steve Schmidt was assigned as chair and Carol Grapperhaus and Lois Zollner were assigned as committee members.

- D. Jan Thomas provided the Breese Public Library Disaster Plan that was prepared by Tim Schleper. Jim Sprengel said that the plan needed to be reviewed by each board member and any comments should be noted. He gave the plan to Steve Schmidt to review first and asked him to return to the library when he was finished. The librarians will then contact another board member to review until all have reviewed the document.
- E. Jan Thomas said that the computer monitor in the office went out and she and Diane were unable to fix it. She said they were currently using an old monitor from an old PC but it wasn't working as well. She asked if they should try to get the monitor fixed or look into purchasing a new one. Steve Schmidt said that Jim Astroth repaired computers and might be able to fix it. The board decided that she should contact Jim Astroth to see if he could take a look at it to determine if it could be fixed or if it would need to be replaced. Jan will contact Jim tomorrow.
- F. Judy Pariseau attended the meeting and presented her case to have the micro film reader/printer replaced. She said she uses the micro film reader/printer quite often because of research she is doing and the print quality of the current reader/printer is very poor. She brought along copies of prints she made to show that photos were very dark and in some cases the print was illegible. She said the grade schools use the reader/printer for their history projects and have a difficult time getting a good printed copy of the micro film data. She also said micro film can be ordered from the inter-library system in Springfield and sent to the Breese library where it can be read and printed. She said because the print quality is so poor, many people (herself included) use the printer/reader at the Carlyle library instead of Breese. Judy said that a portion of her property tax goes to the library and she would like for it to be used to purchase a new micro film reader/printer. She said if a new micro film reader/printer was purchased many more people would use it and wouldn't need to go to another town to print their micro film data. She said there are no plans for newspapers to post all of their back issues online and all census data has to be 70 years old before it can be posted online. She said anyone doing research relies on micro film. Judy said that the current micro film reader/printer was donated by John Ratermann and the historical society several years ago and had been purchased used on E-Bay. She said it has to be operated manually and asked for the board to consider purchasing a new one similar to what the Carlyle library has. The board asked Jan how much usage the reader/printer had throughout the year. Jan said that it was used quite a bit, especially in the summer and when the history projects were being worked on during the school year. The board asked Jan to check with the library system to see if they had any information about micro film readers/printers. Jan will contact the Carlyle library to find out what kind they have. She will also contact the company that provides the maintenance agreement on the current reader/printer to see if they sell new ones. Jan will contact the Springfield library to find out what type of micro film they send out to make sure it is compatible with anything the library might consider purchasing and determine if it would require a negative or positive reader/printer. Jan will report her findings at the next meeting.
- G. Jan Thomas said that she received the Financial Manual for Illinois Public Libraries and gave it to Jim Sprengel to review.

Cindy Grapperhaus made a motion to adjourn the meeting at 8:50 PM. It was seconded by Dolores Krebs and the motion carried.

## **Secretary's Report – February 4, 2008**

The meeting was called to order at 8:00 PM by President Jim Sprengel.

Trustees present: Bill Berndsen, Gwen Fischer, Carol Grapperhaus, Cindy Grapperhaus, Meagan Holthaus, Jim Sprengel, Steve Schmidt, and Lois Zollner.

Trustees absent: Dolores Krebs

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

### **Secretary's report:**

Minutes from the previous meeting were read and after a correction was noted on the Accumulated sick leave payment form amounts, minutes were approved.

### **Treasurer's report:**

Bill Berndsen made a motion to pay the bills and Meagan Holthaus seconded the motion. Motion passed on a roll call vote. Jim Sprengel indicated that a CD in the amount of \$16,167.35 was due to mature on 2-15-08. Cindy Grapperhaus made a motion to find the best rates being offered and invest in a new CD with a 6-12 month term. Steve Schmidt seconded the motion. The motion passed on a roll call vote.

### **Librarian's report:**

- A. Jan Thomas asked the board again about purchasing a lap top computer for the librarians use and brought sale bills from several stores. The board asked about the main use for the laptop and Jan indicated it would be used for financial inputs and internet usage when the main computer was in use. The board members suggested she contact city hall to find out what type of laptops they use and talk to their computer person. Other suggestions were to contact Jeff Ramaker or Lisa Weigmann and see what they recommended.
- B. Jan Thomas reported that she contacted the Carlyle Library about their micro film reader and they told her they spent \$12,000 on a Canon. Jan sent an email to the Lewis and Clark libraries asking what kind of micro film reader they had. Most responded that they did not have micro film readers and asked her to share information if we decided to purchase one. Someone responded that she should contact the Litchfield library. The board also suggested that she contact McKendree and Kaskaskia Colleges. Jan said she contacted the company who does the maintenance agreement on the current micro film reader and is still waiting for their call back. Jan will contact the colleges and Litchfield library and report back at the next meeting.
- C. Jan Thomas indicated that anti-virus software (purchased at a corporate rate) had been installed on all eight of the computers used by library patrons.

### **Committee Reports:**

**Policies committee** – Steve Schmidt, Carol Grapperhaus and Lois Zollner presented their findings on the Policies report and provided the board members with a copy of items they felt should be modified or warranted further discussion.

**Building committee** – Jan Thomas said that city employees had installed outlets for the smoke alarms and fire alarms.

**Book committee** – nothing to report

**Finance committee** – nothing to report.

**Unfinished Business:**

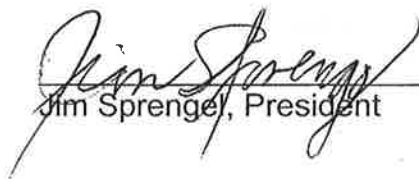
- A. There was discussion about a fire suppressant cart for a book drop. Jan will contact Kevin Timmermann to see if any decision has been made on what to purchase.
- B. Jan Thomas reported that Sheila Meyer is still taking the library's trash to the dumpster at city hall. The board asked if she had checked with the mayor or Kevin Timmermann to find out if the city will pay for garbage pickup at the library. Jan will contact Kevin.
- C. Jan Thomas also reported that Jim Astroth had not returned the computer monitor yet that he had picked up to repair.

**New Business:**

- A. Jan Thomas said that she received information regarding construction grants but the Letter of Intent was due to the Illinois State Library website on 2-15-08. The board members asked if a mini grant could cover the book drop under fire protection. After reviewing the information provided, it was determined that it could. The board asked if there was someone with the Library system that could help submit the Letter of Intent.
- B. There was discussion concerning the Christmas party that was postponed from December 2007 to April 2008. The board discussed some possible dates and locations and Jim Sprengel will do some checking and report back at the March meeting.

Cindy Grapperhaus made a motion to adjourn the meeting at 9:20 PM. It was seconded by Meagan Holthaus and the motion carried.

The next meeting is scheduled for Tuesday, March 4, 2008 at 8:00 PM.

  
Jim Sprengel, President

  
Gwen Fischer, Secretary

## **Secretary's Report – March 4, 2008**

The meeting was called to order at 8:00 PM by President Jim Sprengel.

Trustees present: Gwen Fischer, Cindy Grapperhaus, Dolores Krebs, Jim Sprengel, Steve Schmidt, and Lois Zollner.

Trustees absent: Bill Berndsen, Carol Grapperhaus, and Meagan Holthaus

Also attending: Jan Thomas, Librarian, and Kevin Timmermann, Alderman

A quorum was established and the agenda was approved.

### **Secretary's report:**

Minutes from the previous meeting were read and approved as submitted.

### **Treasurer's report:**

Lois Zollner made a motion to pay the bills and Dolores Krebs seconded the motion. Motion passed on a roll call vote.

Jim Sprengel informed the board that a CD in the amount of \$16,167.35 was purchased from Germantown Trust and Savings Bank for a 4-month term at an APY of 3.34%.

The last installment of personal property tax in the amount of \$6,064.06 was received.

The board asked about the Terminx bill for pest control. Jan said it was for one year's pest control and they are supposed to come every month but she doesn't see them and they don't leave a note indicating what was done. The board asked Jan to see if they leave a confirmation with City Hall. If not, they suggested she contact Terminx and ask them to leave a positive confirmation of what was done each month.

### **Librarian's report:**

- A. Jan Thomas said that there was on-line training offered for trustees of the Lewis and Clark Library System (LCLS) board at <http://lcls.org> under Trustee Training Resources.
- B. Jan also indicated that the LCLS board is looking for public library trustees to fill a 3-year term.
- C. The board received a thank you note from Dave and Jan Thomas in appreciation of expressions of sympathy at the loss of Dave's mother, Laura Thomas.

### **Committee Reports:**

**Policies committee** – Steve Schmidt asked if the board had reviewed the findings of the policy committee. Jim Sprengel said he would ask Jan to type them up and they would be reviewed at next month's meeting. Steve also suggested that new board members receive a copy of the bylaws, the long-range plan, and the library policy document.

#### **Building committee –**

- A. Jan Thomas said that the garbage company delivered a dumpster for the library's use and Kevin Timmermann said that there will be no charge to the library because the city's contract includes a certain amount of dumpsters at no charge.
- B. Dolores Krebs asked about recent water damage to some of the ceiling tiles. Jan said that Sheila Meier had painted them with Kilz and the damage is no longer noticeable.
- C. Kevin Timmermann said that Tech Electronics had installed the fire alarms but they still need to report to a monitoring service. He said the law states there has to be a UL listed fire watch under NFPA building codes. Kevin also said there must be a separate telephone line used for the monitoring. He said Dan Jansen will install a separate phone line so that the fire alarm system can be placed on a modem tied to the FAX line but use the regular phone line. Kevin also said that the phone lines need to be





updated and he will ask Dan Jansen to come up with a proposal after looking at the whole system.

**Book committee** – nothing to report

**Finance committee** – nothing to report.

**Unfinished Business:**

- A. Book Drop - Jan Thomas presented the board with more information on various fire retardant book drops for the library. Most were quite costly and Kevin Timmermann suggested that a solution might be to re-line the existing book drop with a fire-retardant material. Kevin said he would contact Kenny Schonhoff and ask him to provide an estimate of what it would cost to line it with fire board.
- B. Micro-film reader/printer - Jan Thomas reported that the Alton library has two micro-film reader/printers that they are putting on bid since they now have everything digital. She said they were Canon 500 reader/printers with a coin operated tower and were nine years old. We would have to submit a sealed bid and pick them up if purchased. The board asked if she heard anything back from the company who services the existing micro-film reader. Jan said she had not. Cindy Grapperhaus made a motion for Jan to research prices of a new micro-film reader that could be hooked up to an existing computer printer. Dolores Krebs seconded the motion and it passed with all ayes.

**New Business:**

- A. Jan Thomas informed the board that Meagan Holthaus had a baby girl on February 8, 2008. Jim Sprengel brought a card for the board members to sign with their best wishes.
- B. Jan also reported that Fr. Jack Frerker sent a letter asking if he could use the library for a book reading of his new book sometime between June 30<sup>th</sup> and July 8<sup>th</sup>. Cindy Grapperhaus made a motion to approve one evening between June 30<sup>th</sup> and July 8<sup>th</sup> for the library to be used for his book reading. Dolores Krebs seconded the motion. The motion passed on an all ayes vote.
- C. Jan showed the board a letter of resignation that she received from Bill Berndsen on February 27, 2008. The board would like to thank Bill for his many years of service and dedication.
- D. Board Party – there was discussion on the belated board Christmas Party which will be held on April 12<sup>th</sup> at Beyond the Garden Gate. The board selected the menu and Jim Sprengel will contact Barb Von Alst to determine a time.

Cindy Grapperhaus made a motion to adjourn the meeting at 9:20 PM. It was seconded by Gwen Fischer and the motion carried.

The next meeting is scheduled for Tuesday, April 1, 2008 at 8:00 PM.

  
Jim Sprengel, President

  
Gwen Fischer, Secretary



## **Secretary's Report – April 1, 2008**

The meeting was called to order at 8:08 PM by President Jim Sprengel.

Trustees present: Gwen Fischer, Dolores Krebs, Jim Sprengel, Steve Schmidt, and Lois Zollner.

Trustees absent: Carol Grapperhaus, Cindy Grapperhaus, and Meagan Holthaus

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

### **Secretary's report:**

Minutes from the previous meeting were read and approved as submitted.

### **Treasurer's report:**

Dolores Krebs made a motion to pay the bills and it was seconded by Steve Schmidt. Motion passed on a roll call vote.

### **Librarian's report:**

- A. Jan Thomas provided a corrected link to the Trustee Training resource. It can be found at <http://il.webjunction.org/do/Home>. Select 'Resources' and then 'Trustee Training'
- B. Jan Thomas also reported that Jim Astroth picked up the computer that had overheated and has been monitoring it but hasn't been able to recreate the problem. The board suggested she have him return it and wait and see if it happens again.
- C. Jan told the board that she modified the Disaster Plan to remove language concerning elevators and maps since it is not applicable to the plan. She said she will remove Bill Berndsen's name since he resigned. Jan also noted that Meagan still needs to review the plan.

### **Committee Reports:**

**Policy committee** – The board discussed changes that need to be made to the existing Library Board Policy Plan. Since three board members were absent, it was decided to hold further discussion at the next board meeting.

**Building committee** – nothing to report

**Book committee** – nothing to report

**Finance committee** – nothing to report.

### **Unfinished Business:**

- A. Micro-film reader/printer - Jan Thomas contacted Kaskaskia College, McKendree University and SIU-Edwardsville about the type of micro-film reader/printers they have and who they ordered them from. Kaskaskia has a Minolta and McKendree and SIUE have Canon's. Jan contacted a company named EBE and received a bid for the following:
  - Canon MS300 II digital micro-film reader with 90-day warranty - \$6,495
  - General maintenance agreement plan - \$620
  - SCSI cable and card - \$130
  - Table stand - \$490

After some additional discussion, the board decided that the table was not necessary because the micro-film reader could be placed on an existing table next to one of the computer printers. Jan will find out if the SCSI cable and card are required to connect

the reader to an existing printer. Steve Schmidt made a motion to authorize Jan to purchase the micro-film reader with the general maintenance agreement and the SCSI cable and card (if required for printing). Lois Zollner seconded the motion and the motion passed with all ayes. Jan will contact John Ratermann to see if he wants the old micro film reader/printer since he donated it to the library several years ago.

- B. Lap-top computer – Jan Thomas said she contacted Bruce Gates (IT contact at the library system) about a recommendation for a lap-top to be used by the librarians for internet access and ledgers. They recommended a Gateway and provided a quote of \$1112. The board thought that sounded high and asked Jan to contact Jim Astroth to provide a quote and also check into a quote for a new drive or additional RAM on the existing PC in the office since it has not been able to read or write CD's. They also recommended Jan contact Techno Solutions in Aviston for a bid.
- C. Book Drop – At the last meeting Kevin Timmermann said he would contact Ken Schonhoff about an estimate to line the book drop with fire board. Jan said she had not heard back from Kevin yet. The board told her to contact him for an update.
- D. New Board Member – Jan said she will post a notice on the Library website that the library board is looking for a new board member to replace Bill Berndsen. She will also post a notice in the library to see if anyone is interested.

**New Business:**

- A. Jan Thomas said that the library system recommended having a copy of World Book as reference material – either hard copy and/or on-line version. The board asked if it was necessary since resource information can be found on the internet. Jan will do more checking and report at the next meeting.
- B. Jan said she received an offer from World Vital Records (a genealogical website) offering a free one-week trial. The annual fee is \$99.95 per computer with a minimum of three computers required. The board tabled the offer.
- C. Nomination of officers – the board tabled until the next meeting because three board members were absent.

Lois Zollner made a motion to adjourn the meeting at 9:38 PM. It was seconded by Gwen Fischer and the motion carried.

The next meeting is scheduled for Tuesday, May 6, 2008 at 8:00 PM.

  
Jim Sprengel, President

  
Gwen Fischer, Secretary

## **Secretary's Report – May 6, 2008**

The meeting was called to order at 8:03 PM by President Jim Sprengel.

Trustees present: Lauri Dougherty, Gwen Fischer, Carol Grapperhaus, Jim Sprengel, Steve Schmidt, and Lois Zollner.

Trustees absent: Cindy Grapperhaus, Meagan Holthaus, and Dolores Krebs,

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

### **Secretary's report:**

Minutes from the previous meeting were read and approved as submitted.

### **Treasurer's report:**

Lois Zollner made a motion to pay the bills and it was seconded by Steve Schmidt. Motion passed on a roll call vote.

### **Librarian's report:**

- A. Jan Thomas reported that the new micro film reader will be installed on Friday, 5-9-08.
- B. Jan said that the real estate tax assessment bills will be coming out late this year due to the quadrennial review which means payments will be received later.
- C. Jim Sprengel said there are two CD's that will mature within the next few weeks. The board discussed rolling over the CD's versus cashing them. Steve Schmidt made a motion to roll over the CD maturing on 5-20-08 in the amount of \$35,445.89, and to cash the CD maturing on 5-23-08 in the amount of \$54,362.18. Carol Grapperhaus seconded the motion and it passed on a roll call vote with all ayes.
- D. Jan said that there had been a problem with the toilets overflowing in the bathrooms. Gerstner Plumbing was contacted and they determined that the problem was in the sewer line. The city cleaned out the sewer line and found that someone had placed a VCR tape in the clean out. The city placed a cap on the clean out to prevent this problem from happening again.
- E. Jan also reported that the Annual Report is due the end of May. It can be done as an on-line report this year and the system will provide assistance in preparing it.
- F. Jan said that the Per-Capita Grant money in the amount of \$4900.91 was received on 5-1-08.

### **Committee Reports:**

**Policy committee** – Jan said the policies should be reviewed every three years. She will make changes to the following policies to bring them up-to-date: Behavior in Use, Material Selection, Freedom to Read, and Prohibitive Gifts. The Library Board Policy Plan will be reviewed when the entire board is present.

**Building committee** – nothing to report

**Book committee** – nothing to report

**Finance committee** – nothing to report.

### **Unfinished Business:**

- A. Lap-top computer – Jan received bids for a lap-top computer from three companies: MPC Gateway Companies, TechKnow Solutions and Jim's Sales and Service. After some discussion by the board, Lois Zollner made a motion to purchase the lap-top

from TechKnow Solutions. Gwen Fischer seconded the motion and it passed on a roll call vote.

- B. Book Drop – Jan said that Kenny Schonhoff measured the book drop for fire-retardant materials and was supposed to get back to Kevin Timmermann with information. Jan had not heard anything from Kevin prior to the meeting.

**New Business:**

- A. New Member - The board welcomed Lauri Dougherty as a new board member replacing Bill Berndsen.
- B. Nomination of officers - Jim Sprengel assigned Carol Grapperhaus, Cindy Grapperhaus and Meagan Holthaus as the Nominating Committee for new officers and wants them to report their findings at the next meeting.
- C. Budget – Jan said that she is working on the budget using a form provided by the Library System. The Finance Committee will review the budget and present to the rest of the board. The board suggested she enter budget information in Quicken to pull the data quickly.

Steve Schmidt made a motion to adjourn the meeting at 9:02 PM. It was seconded by Lois Zollner and the motion carried.

The next meeting is scheduled for Tuesday, June 3, 2008 at 8:00 PM.

  
Jim Sprengel, President

  
Gwen Fischer, Secretary

## Secretary's Report – June 3, 2008

The meeting was called to order at 8:07 PM by President Jim Sprengel.

Trustees present: Lauri Dougherty, Gwen Fischer, Carol Grapperhaus, Cindy Grapperhaus, Meagan Holthaus, Dolores Krebs, Jim Sprengel, and Lois Zollner.

Trustees absent: Steve Schmidt

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

### **Secretary's report:**

Minutes from the previous meeting were read and approved as submitted.

### **Treasurer's report:**

- A. Meagan Holthaus made a motion to pay the bills and it was seconded by Cindy Grapperhaus. The motion passed on a roll call vote.
- B. The board had a discussion regarding a CD valued at \$16,298.54 that is due to mature on 6-19-08 to determine if it should be cashed or reinvested. Jim Sprengel provided the board with current CD rates and terms that the local banks are offering. The board decided that a short term CD would be appropriate at this time. Lois Zollner made a motion to have the money invested in a 6-month CD with Tempo Bank at the current rate. Cindy Grapperhaus seconded the motion and it passed with a roll call vote.

### **Librarian's report:**

- A. Jan Thomas said that Ken Schonhoff told her that he would be able to line the book drop with fire-retardant materials and would have it completed before school starts.
- B. Jan Thomas reported that the Annual Report had been completed, signed and submitted to the Illinois State Library and Lewis and Clark System
- C. Jan Thomas informed the board that the Gatenet Agreement was reviewed and signed. This is a Participating Member Agreement Delivery System with the Lewis and Clark Library System with an annual fee of \$3875.00.

### **Committee Reports:**

**Nominating committee:** Cindy Grapperhaus reported that she tried to call the current officers prior to the meeting to find out if they were interested in retaining their current roles but had not been able to reach everyone. Jim Sprengel (President) and Dolores Krebs (Treasurer) indicated that they would be willing to remain in their current role. Gwen Fischer indicated that she would like it if someone else would volunteer to be Secretary. Meagan Holthaus said she would be willing to share the responsibilities but could not commit to taking on that role as primary. Gwen agreed to be the primary Secretary and Meagan agreed to be her back-up. They will alternate the responsibility of meeting minutes. The board recommended that Steve Schmidt remain in his role as Vice-President. Cindy Grapperhaus made a motion to nominate the existing officers and add Meagan Holthaus as a back-up Secretary. Carol Grapperhaus seconded the motion and it passed with all ayes.

**Building committee** – nothing to report

**Book committee** – nothing to report

**Finance committee** – The finance committee reported that they are working on the budget and calculated a 5% increase over last year's budget. The total proposed budget is \$139,119.75 and will be presented to the board for approval at the next meeting.

**Unfinished Business:**

- A. Policies – Jan Thomas said she has been working on updating the policy documents. She stated that the Ethics Policy replaced the Prohibitive Gifts Policy. The Library Board Policy Plan review will be tabled until a full board is present to discuss.
- B. Monthly expenditures – Jan prepared the monthly expenditures report and shared a copy with the board.
- C. Disaster Plan – Jan said that the Disaster Plan needs to be reviewed by Meagan Holthaus and Lauri Dougherty
- D.

**New Business:**

- A. July 4<sup>th</sup> Holiday – Jan Thomas asked the board if the library could be closed on Saturday, July 5<sup>th</sup> since the 4<sup>th</sup> of July Holiday falls on a Friday this year. The board held a short discussion and Cindy Grapperhaus made a motion that the library be closed on July 5, 2008. Dolores Krebs seconded the motion and it passed with all ayes.

Gwen Fischer made a motion to adjourn the meeting at 8:58 PM. The motion was seconded by Lois Zollner and the motion carried.

The next meeting is scheduled for Tuesday, July 1, 2008 at 8:00 PM.

  
Jim Sprengel, President

  
Gwen Fischer, Secretary



## **Secretary's Report – July 1, 2008**

The meeting was called to order at 8:02 PM by President Jim Sprengel.

Trustees present: Lauri Dougherty, Gwen Fischer, Cindy Grapperhaus, Meagan Holthaus, Dolores Krebs, Jim Sprengel, and Lois Zollner.

Trustees absent: Carol Grapperhaus and Steve Schmidt.

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

### **Secretary's report:**

Minutes from the previous meeting were read and approved as submitted.

### **Treasurer's report:**

Gwen Fischer made a motion to pay the bills and it was seconded by Dolores Krebs. Motion passed on a roll call vote.

### **Librarian's report:**

- A. Summer Reading Program - Jan Thomas reported that the summer reading program called "Get in the Game, Read!" started on July 1<sup>st</sup>. There are 50 children between the ages of 6 and 12 participating in the program.
- B. Book Reading - Jan said that Fr. Frerker was going to have a book reading of his latest book at the library on July 2<sup>nd</sup> at 6:30 PM.
- C. Real Estate Taxes - Jan also reported that she contacted the County Clerk's office about the real estate tax assessment bills and was told that they don't know when the tax bills will be sent or when the library will receive their tax money.

### **Committee Reports:**

**Building committee** – nothing to report

**Book committee** – nothing to report

**Finance committee** – nothing to report

**Policy committee** – nothing to report

### **Unfinished Business:**

- A. Book Drop – Jan Thomas said that Ken Schonhoff installed the fire-proof liner for the book drop. Ken told Jan it might be helpful to install a smoke detector inside the book drop. He said he would discuss it with Kevin Timmermann.

### **New Business:**

- A. Jan said that one of the computers used by the library patrons is no longer working. The board discussed whether it should be replaced by a laptop or desktop version and decided that it should be a desktop. Meagan Holthaus made a motion to have Jan get quotes from several different companies for a new desktop computer. Lois Zollner seconded the motion and it passed with all ayes.
- B. Oath of Office – Gwen Fischer needed to sign a new Oath of Office form since her term had expired.
- C. Staff raises – A motion was made by Cindy Grapperhaus at 8:38 PM to go into executive session to discuss pay raises for the library staff. Gwen Fischer seconded the motion. Lois Zollner made a motion to leave executive session at 9:00 PM and it was seconded by Lauri Dougherty. After much discussion, the board agreed to grant a

4% hourly pay raise for Jan Thomas and Diane Holtgrave, retroactive to July 1, 2008. The board also agreed to grant an hourly pay raise of \$1.50 for Maribeth Rogers, retroactive to July 1, 2008. The board will set Sheila Meyer's salary at the August meeting and make it effective on her anniversary date in September.

Lois Zollner made a motion to adjourn the meeting at 9:08 PM. It was seconded by Dolores Krebs and the motion carried.

The next meeting is scheduled for Tuesday, August 5, 2008 at 8:00 PM.

  
Jim Sprengel, President

  
Gwen Fischer, Secretary

## **Secretary's Report – August 12, 2008**

The meeting was called to order at 8:00 PM by President Jim Sprengel.

Trustees present: Lauri Dougherty, Gwen Fischer, Cindy Grapperhaus, Steve Schmidt, Jim Sprengel, and Lois Zollner.

Trustees absent: Carol Grapperhaus, Meagan Holthaus, and Dolores Krebs

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

### **Secretary's report:**

Minutes from the previous meeting were read and approved with corrections.

### **Treasurer's report:**

- A. Cindy Grapperhaus made a motion to pay the bills and it was seconded by Lois Zollner. Motion passed on a roll call vote.
- B. The board discussed a CD in the amount of \$29,367.92 that will mature on August 13<sup>th</sup>. Jim Sprengel said that he had contacted the local banks to get their current interest rates and Tempo Bank was offering the highest percentage rates on short-term CD's (3.15 APY for a 6-month term). Steve Schmidt made a motion to reinvest the CD with Tempo Bank for a 6-month term. Gwen Fischer seconded the motion and the motion passed on a roll call vote.

### **Librarian's report:**

- A. Jan Thomas said the auditor picked up all paperwork to begin the next audit.
- B. Jan also said that librarians wanted to thank the board for their recent pay raises.

### **Committee Reports:**

**Building committee** – the board asked if Jan heard back from Kevin Timmermann on Ken Schonhoff's recommendation to install a smoke detector in the book drop. The board also wanted to know if Kevin had mentioned anything about the Knox box installation or the "X" marking of a parking spot on the back parking lot to prevent patrons from being blocked in when parking in the front row. Jan said she had not heard anything from Kevin on these issues.

**Book committee** – nothing to report

**Finance committee** – nothing to report

**Policy committee** –nothing to report

### **Unfinished Business:**

- A. Bids for Computer – Jan reported that she received bids for a new computer from Jim's Sales and Service and also TechKnow Solutions. Both bids included the following: 2 GB RAM, 160GB hard drive, 20" flat panel monitor, 1 year warranty. The bid from Jim's Sales and Service was \$600 and the bid from TechKnow Solutions was \$829. Lois Zollner made a motion to purchase the computer from Jim's Sales and Service. Lauri Daugherty seconded the motion. Motion passed on a roll call vote.

### **New Business:**

- A. Per Capita Grant –Jan said that she received information on FY2009 Illinois Public Library Per Capita and Equalization Aid Grants. She said the library needs someone

with disabilities to evaluate the library as well as someone who works with people with disabilities. She also said that the handicapped parking signs need to display verbiage about fines. Completion of the Per Capita Grant requires the board members to review the following documents:

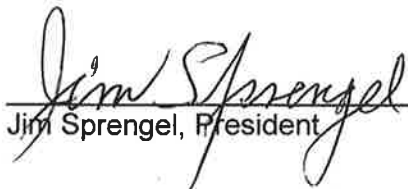
- Economics Interest Statement
- Ethics Ordinance
- Open Meetings Act
- Freedom of Information Act

The board will review these documents at the next meeting.

- B. Jan said the library system has a workshop scheduled for August 22<sup>nd</sup> to assist with completing the Per Capita Grant. She plans to attend.
- C. Ask? Away Illinois – Jan reported that she received a letter on the Ask? Away Illinois website which is a reference site for patrons to ask questions. The library system will only pay for this website until December 31, 2008. After that date, the individual libraries will have to pay a \$45 yearly fee in order for patrons to be able to access the site. The board will table for further discussion.
- D. Jan said that Clinton County Showcase asked if they could use the library's dumpster for the next few months. The board asked her to find out more details before making a decision.
- E. Jan also reported that someone had contacted the library about purchasing their 16 mm projector. Jan said it is no longer being used and wanted to know if the board was OK with the library selling it. Gwen Fischer made a motion to let Jan accept a reasonable bid for it if the individual called back to purchase it. The motion was seconded by Steve Schmidt. The motion passed with all ayes.

Cindy Grapperhaus made a motion to adjourn the meeting at 9:09 PM. It was seconded by Steve Schmidt and the motion carried.

The next meeting is scheduled for Tuesday, September 2, 2008 at 8:00 PM.

  
Jim Sprengel, President

  
Gwen Fischer, Secretary

## **Secretary's Report – September 2, 2008**

The meeting was called to order at 8:04 PM by President Jim Sprengel.

Trustees present: Gwen Fischer, Carol Grapperhaus, Meagan Holthaus, Steve Schmidt, Jim Sprengel, and Lois Zollner.

Trustees absent: Lauri Dougherty, Cindy Grapperhaus, and Dolores Krebs

Also attending: Jan Thomas, Librarian, and Kevin Timmermann, Alderman

A quorum was established and the agenda was approved.

### **Secretary's report:**

Minutes from the previous meeting were read and approved as submitted.

### **Treasurer's report:**

- A. Lois Zollner made a motion to pay the bills and it was seconded by Carol Grapperhaus. Motion passed on a roll call vote.

### **Librarian's report:**

- A. Jan Thomas said they received the new desktop computer for the office. They switched to Millennium and had problems connecting to the automation system. They contacted Brandon Richter to assist with the set it up due to problems they kept running into. They ended up having to remove everything off the computer and set it up again. So far, it seems to be working OK. They also needed a new hub router for the printers due to some print problems they had with the PC's used by the library patrons.
- B. Jan reported that Sheila Meyer stripped and refinished the vinyl floors in the study areas and between the double doors at the front and back entrances.
- C. Jan also reported that the emergency lights are now working. Jim Sprengel said he purchased a Coleman rechargeable lantern to be used in case of an emergency.
- D. Jan indicated that the Clinton County Showcase has been using our dumpster but it hasn't been an issue to date.

### **Committee Reports:**

#### **Building committee –**

- Kevin Timmermann addressed Ken Schonhoff's recommendation to install a smoke detector in the book drop. He said didn't see a need to install a smoke detector or fire extinguisher in the book drop. He said a hood extinguisher would melt the head and cost around \$400. He said that dry powder would be very messy and could possibly damage the existing smoke detectors. He felt that the smoke detectors that are already installed in the building should be sufficient. The board agreed and tabled the issue.
- Kevin also reported that the fire department is ordering a Knox box for the library and they will install it near one of the doors. He said it should be installed in a visible location.
- Kevin also indicated that the city is building their own fiber network and is initially connecting the utilities but will be adding the library to the network within the next year.
- Kevin said that he would talk to Don Voss about having the entire parking lot restriped. He said the city has a contract through Rooters Asphalt. He said that Don was aware that we need one of the parking spots on the back row blocked off with 'No Parking' painted on the spot. The board informed Kevin that there needs to be a sign posted



on the back of the building indicating that there is a \$100 fine for parking in a handicapped parking spot to be in compliance with the ADA.

- Kevin told the board that he would like to make one improvement to the library each year and thought placing automatic doors into the library to make it wheelchair accessible would be a good project to start with. He will check with several suppliers to see what it would cost to install battery-operated double doors and report his findings back to the board.

**Book committee** – nothing to report

**Finance committee** – nothing to report

**Policy committee** –nothing to report

**Unfinished Business:**

- A. Per Capita Grant – Jan said that she attended the Per Capita Grant meeting on August 22<sup>nd</sup> and they discussed Facilities and implications of technology. She was told that each item in Chapter IV needed to be addressed. The board discussed with Kevin and determined that since the library was a city-owned building, the technology needs have been met. Any long-range plans will include consultation with architects.
- B. Freedom of Information Act – the board discussed the following information which was addressed in the Act:
  - 1. post a sign and agenda 48 hours prior to the meeting
  - 2. if the meeting date is changed, it should be posted in the newspaper 10 days prior to the new meeting date
  - 3. no final action may be taken at a closed meeting

**New Business:**

- A. Janitor's raise – Gwen Fischer made a motion to go into executive session at 9:06 PM to discuss a raise for Sheila Meyer. Lois Zollner seconded the motion. Steve Schmidt made a motion to leave executive session at 9:11PM and it was seconded by Meagan Holthaus. Steve Schmidt made a motion to increase Sheila's hourly wage by 4% effective September 10, 2008. Lois Zollner seconded the motion and it passed with all ayes.

Meagan Holthaus made a motion to adjourn the meeting at 9:15 PM and it was seconded by Carol Grapperhaus. The motion carried.

The next meeting is scheduled for Tuesday, October 7, 2008 at 8:00 PM.

  
Jim Sprengel, President

  
Gwen Fischer, Secretary





## **Secretary's Report – October 7, 2008**

The meeting was called to order at 8:03 PM by President Jim Sprengel.

Trustees present: Lauri Dougherty, Gwen Fischer, Carol Grapperhaus, Meagan Holthaus, Dolores Krebs, Steve Schmidt, Jim Sprengel, and Lois Zollner.

Trustees absent: Cindy Grapperhaus

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

### **Secretary's report:**

Minutes from the previous meeting were read and approved with corrections.

### **Treasurer's report:**

- A. Lois Zollner made a motion to pay the bills and it was seconded by Gwen Fischer. Motion passed on a roll call vote.
- B. Steve Schmidt noted that the maturity date on one of the CD's listed on the Treasurer's report needed to be changed from 2-13-08 to 2-13-09.

**Librarian's report:** nothing to report

### **Committee Reports:**

**Building committee** – nothing to report

**Book committee** – nothing to report

**Finance committee** – nothing to report

**Policy committee** – nothing to report

### **Unfinished Business:**

- A. Per Capita Grant – Jan Thomas completed the Per Capita Grant and shared it with the board to review prior to submitting to the State Library System. The board said it looked good and they had no additional information to add.
- B. ADA Form – Jan also completed the Illinois State Library Americans with Disability (ADA) Act 2008 Self-Evaluation Form and will include it with the Per Capita Grant.
- C. COSLA – Jan told the board she completed the Chief Officers of State Library Agencies (COSLA) Library Construction Survey and will be submitting it to the Library System.

### **New Business:**

- A. Clinton County Showcase – Jan said that Deb Stratmann asked if the Clinton County Showcase could use the library's dumpster to dispose of trash on the nights they have shows. The board said that it was not a problem as long as the trash was contained and did not overflow from the dumpster.
- B. Jan said they took the old computer from the office and set it up in the computer area used by patrons. They can no longer access the internet from this computer. They contacted Jim Astroth who looked at the computer and determined that it cannot be repaired. It can still be used for Microsoft Office and games but will eventually need to be replaced.
- C. Jan showed the board an Abraham Lincoln Birthday Bi-Centennial flag that the library received from the State Library System. She is going to display it on the West wall of the library.

Lois Zollner made a motion to adjourn the meeting at 8:25 PM and it was seconded by Dolores Krebs. The motion carried.

The next meeting is scheduled for Tuesday, November 4, 2008 at 8:00 PM.

  
Jim Sprengel, President

  
Gwen Fischer, Secretary

## Secretary's Report – November 4, 2008

The meeting was called to order at 8:00 PM by President Jim Sprengel.

Trustees present: Lauri Dougherty, Gwen Fischer, Carol Grapperhaus, Cindy Grapperhaus, Meagan Holthaus, Dolores Krebs, Steve Schmidt, Jim Sprengel, and Lois Zollner.

Trustees absent: none

Also attending: Jan Thomas, Librarian, and Kevin Timmermann, Alderman

A quorum was established and the agenda was approved.

### **Secretary's report:**

Minutes from the previous meeting were read and approved as submitted.

### **Treasurer's report:**

- A. Gwen Fischer asked about the bill the library paid to Kohnen Air Conditioning & Heating, Inc. for replacing a belt and filters for the rooftop air conditioning unit. She asked if that was considered building maintenance and if it should be paid by the city instead of the library. The board asked Kevin Timmermann about it and he said the city should be responsible for the bill. He told Jan to submit the invoice to the city and the library would be reimbursed for this expense.
- B. Carol Grapperhaus made a motion to pay the bills and it was seconded by Dolores Krebs. The motion passed on a roll call vote with all ayes.

### **Librarian's report:**

- A. Jan Thomas reported that the American Library Association sent the library a free board game called *Pictureka* in honor of the first annual Gaming Day scheduled for November 15, 2008. They asked that the library celebrate Gaming Day by making this game available to its patrons. Meagan Holthaus said she would bring in some 4<sup>th</sup> graders to play the game on that day.

### **Committee Reports:**

**Building committee** – Kevin Timmermann said that the handicap accessible door openers were ordered from Stanley and should ship on December 1, 2008. He also said that the city will pay for the cost and installation of the Knox box and that it will be hooked up to the fire alarm system. The board asked if he had a status on the Handicap sign for the back parking lot. He said he will report back after he checks with Don Voss.

**Book committee** – nothing to report

**Finance committee** – nothing to report

**Policy committee** – nothing to report

**Unfinished Business:** none

### **New Business:**

- A. Jan said that Mark G. Richter, CPA, provided the Audit Report for the year ending April 30, 2008. The board had questions on several of the items noted on the report and said it would be helpful to have a source document that explained where the auditor got the information. There appeared to be a mix of city and library expenses on the Statement of Revenue and Expense and the board wanted more details. Kevin Timmermann said the city aldermen will review the document in detail in their finance

meeting and he will give an update to Jan before the Library Board's December meeting.

- B. The board discussed the CD in the amount of \$36,163.26 that will mature on November 20, 2008. Gwen Fischer made a motion to cash the CD and Steve Schmidt seconded the motion. The motion passed on a roll call vote with all ayes.

Cindy Grapperhaus made a motion to adjourn the meeting at 8:45 PM and it was seconded by Steve Schmidt. The motion carried.

The next meeting is scheduled for Tuesday, December 2, 2008 at 8:00 PM.

  
Jim Sprengel, President

  
Gwen Fischer, Secretary

## **Secretary's Report – December 2, 2008**

The meeting was called to order at 8:03 PM by President Jim Sprengel.

Trustees present: Lauri Dougherty, Gwen Fischer, Cindy Grapperhaus, Jim Sprengel, and Lois Zollner.

Trustees absent: Carol Grapperhaus, Meagan Holthaus, Dolores Krebs, and Steve Schmidt

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

### **Secretary's report:**

Minutes from the previous meeting were read and approved as submitted.

### **Treasurer's report:**

- A. Jan Thomas said the library was reimbursed for the bill the library initially paid to Kohnen Air Conditioning & Heating, Inc. for replacing a belt and filters for the rooftop air conditioning unit.
- B. The board discussed the monthly expenses for the library cleaning supplies and was going to check with Kevin Timmermann to see where the city purchased their supplies for cleaning city hall.
- C. Jim Sprengel said that a CD in the amount of \$16,600.77 was maturing on December 19, 2008. He reported that the local banks had the following rates:
  - First Bank - 5 months at an APY of 2.75%
  - Germantown Trust and Savings - 6 months at an APY of 1.71%
  - Tempo Bank - 6 months at an APY of 3.29%

After some discussion, Lois Zollner made a motion to reinvest the CD through Tempo Bank. Lauri Dougherty seconded the motion. Motion passed on a roll call vote with all ayes.

### **Librarian's report:**

- A. Jan Thomas said that the Knox box was installed on December 1, 2008. She said if anyone tampers with the box, it will set off an alarm and notify the trustees via the call list. If a trustee is contacted, they will need to call the police to report the alarm.
- B. Jan also reported that the automatic door openers were installed by Stanley on December 2, 2008. She said the City needs to hook up the electric before they are operational.

### **Committee Reports:**

**Building committee** – Jan Thomas said that Kevin Timmermann told her that the City will move the handicap accessible sign from the front of the building to the back parking lot since there is more room to park on the back lot. Jim Sprengel said it would be a good idea to put a note on the library's web site to inform patrons.

**Book committee** – nothing to report

**Finance committee** – nothing to report

**Policy committee** – nothing to report

### **Unfinished Business:**

**Auditor's Report** – The library received an explanation from the auditor regarding the questions the board had on the Auditor's Report. It states that the Breese Public Library is not

considered a separate, legal entity under GASB #44 pronouncement because it is not a Library District.

**New Business:**

- A. Carpet Cleaning - The board questioned the bill from ShurClean carpet cleaning and wondered if that was considered a maintenance expense that the city would cover instead of the library. Gwen Fischer will contact Kevin Timmermann to find out.
- B. New vacuum - Jan Thomas said that Sheila Meyer said that the current vacuum cleaner is not working and she would like to purchase a new commercial vacuum. Sheila obtained bids from the following businesses:

- Amsan -\$475.00
- Industrial Soap Company-\$396.00
- Royal Wholesale -\$583.95

After a short discussion, the board told Jan that Sheila needed to find out more details concerning delivery charges, maintenance agreements, warranty, and supplies. The board will address again after additional information is provided.

- C. Holiday Hours - Jan Thomas asked if the library could close early on select days during the holiday season. After a short discussion, the board agreed to the following via a roll call vote with all ayes:
  - December 24 -close at 3:00 PM
  - December 25 - closed
  - December 26 - closed
  - December 31 - close at 5:00 PM
- D. Insurance reimbursement - Jan Thomas said that Diane Holtgrave wants to apply two weeks of her vacation towards reimbursement of her insurance payment. Cindy Grapperhaus made a motion to allow Diane to apply two weeks vacation towards her insurance payment and Lauri Dougherty seconded the motion. The motion passed on a roll call vote.

Gwen Fischer made a motion to adjourn the meeting at 9:15 PM and it was seconded by Lois Zollner. The motion carried.

The next meeting is scheduled for Tuesday, January 6, 2009 at 8:00 PM.

  
Jim Sprengel, President

  
Gwen Fischer, Secretary

## Secretary's Report – January 6, 2009

The meeting was called to order at 8:00 PM by President Jim Sprengel.

Trustees present: Gwen Fischer, Carol Grapperhaus, Dolores Krebs, Jim Sprengel, and Lois Zollner.

Trustees absent: Meagan Holthaus, Cindy Grapperhaus, and Steve Schmidt

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

### **Secretary's report:**

Minutes from the previous meeting were read and approved as submitted.

### **Treasurer's report:**

- A. It was noted that the maturity date on the \$16,600.77 CD listed in the Treasurer's report should be corrected to 6-19-09 instead of 12-19-08.
- B. Jan checked with Wendy at City Hall about expenses associated with their cleaning supplies and Wendy said their expenses had gone up in price compared to last year.
- C. Lois Zollner made a motion to pay the bills and Carol Grapperhaus seconded the motion. The motion passed on a roll call vote with all ayes.

### **Librarian's report:**

- A. Jan Thomas said that the board received a thank you card from Carol Grapperhaus for the flowers sent in sympathy of her father's passing.

### **Committee Reports:**

**Building committee** – nothing to report

**Book committee** – Jan reported that the library received eight volumes of Food and Nutrition books from Marshall Cavendish in the amount of \$429.95 and asked the board if the library could purchase them. The board members reviewed the volumes and after a brief discussion Carol Grapperhaus made a motion for the library to purchase the volumes. Lois Zollner seconded the motion and the motion passed with all ayes.

**Finance committee** – nothing to report

**Policy committee** – nothing to report

### **Unfinished Business:**

- A. **Vacuum cleaner** – Jan said that Sheila Meyer did some more checking with several suppliers for a commercial vacuum cleaner for the library. She said that Royal Wholesale from Mt. Vernon comes to town every Friday and has free pick-up and delivery. They have a model that costs \$583.95 and includes a free 3-year maintenance agreement, including 2500 hours on parts and labor. Lois Zollner made a motion to purchase the vacuum from Royal Wholesale and Gwen Fischer seconded the motion. The motion passed on a roll call vote with all ayes.

### **New Business:**

- A. **New computer** – Jan said that one of the desktop computers used by the patrons locks up every time someone tries to access the internet. She asked if the library could purchase a new one similar to the one that was purchased a few months ago from Jim's Sales and Service. She said the old computer is about ten years old. Carol Grapperhaus made a motion for the library to purchase a new desktop computer with

the same features as the last one purchased. Dolores Krebs seconded the motion. Motion passed with all ayes.

- B. **Copier** - Jan told the board that the copier was out of service. She said they contacted Royal Office Supplies since the copier was purchased from them. Royal said they no longer repair copiers and told her to contact Metro East Copy. Jan said Metro East Copy came out and looked at the copier and said the drum is fine but the gears are bad. They said they have to order a new part but she hasn't heard from them since they looked at the copier. She will follow-up to find out when they plan to repair it.
- C. **Excess sick leave** - Jan submitted excess hours of sick leave for herself and Diane Holtgrave. Jan had 48 hours over the 240 hour limit and Diane had 67 hours over the limit. Jan asked the board to review the current policy of paying them \$7 per hour because she thought the amount was low. The board discussed several options including increasing the reimbursement rate or allowing the librarians to accumulate more hours to roll over but decided to table the issue until the next meeting.

Gwen Fischer made a motion to adjourn the meeting at 9:10 PM and it was seconded by Dolores Krebs. The motion carried with all ayes.

The next meeting is scheduled for Tuesday, February 3, 2009 at 8:00 PM.

  
Jim Sprengel, President

  
Gwen Fischer, Secretary



## **Secretary's report – February 2, 2009**

The meeting was called to order at 8:00 pm by President Jim Sprengel.

Trustees present: Carol Grapperhaus, Lois Zollner, Jim Sprengel, Dolores Krebs, Lauri Daugherty, and Steve Schmidt

Trustees absent: Gwen Fischer and Meagan Holthaus

Also attending: Diane Holtgrave, librarian and Judy Kampwerth, guest

A quorum was established and the agenda was approved.

### **Secretary's report:**

Minutes from the previous meeting were read. One change needs to be made, to reflect the absence of Lauri Daugherty. Minutes approved.

### **Treasurer's report:**

A. Several questions were addressed:

Information was provided on the bills from Marshall Cavendish (the bills to be paid did not include the new Food/Nutrition set approved for purchase at the last meeting)

The amount of the utility bill – Diane Holtgrave stated the library does pay utility costs to the city, but she believes it is at a reduced cost.

Diane's number of sick leave hours had not changed since last month; she did not use any, and so the total should be 313 instead of 307.

B. A CD will mature on 2-13-09. Jim checked rates at the local banks: Germantown Trust and Savings has a 6 month CD at 1.1% (1.1% APY); First Bank has a 5 month CD at 1.98% (2.0% APY); and Tempo Bank has a 6 month CD for 3.01% (3.04% APY). Tempo is higher because of the special rate they would give us due to the significant amount of money we have in their facility. The decision was made to renew the above CD for 6 months, but increase the amount to \$50,000. An additional CD for \$50,000 will be purchased as well. Approved by roll call vote.

Treasurer's report read and approved.

### **Librarian's report:**

- A. Diane introduced Judy Kampwerth; if approved by the mayor/city council, Judy would take the trustee position vacated by Cindy Grapperhaus.
- B. Sheila Meyer told the library staff the new vacuum cleaner is working well.
- C. The part for the copier is in, and the company stated they will hopefully be in tomorrow (2-3-09) to replace it.



- D. The new computer has arrived. According to Jim Astroth, it needs to have the program "Centurion" downloaded before it can be used (this protects the software from changes made by the public – it wipes them out the next day automatically). The older computers need to have a key to do this, but this will not need one.
- E. The automatic door is not working correctly including closing too quickly, and one door opening, but not the other. There is also a question about any potential damage to someone pushing the button when it is locked. Kevin Timmermann will need to be contacted to have someone from the company check the system.
- F. Two informational sheets were handed out concerning CPSC (Consumer Product Safety Commission). They have granted a one year stay to schools and libraries from the new rule in regards to testing print materials for lead and other dangerous substances.

**Committee Reports:** No reports from the building or book committees. Finance/policy committees will be addressed in unfinished business.

**Unfinished business:** A request to review the policy for excess sick leave was made at last month's meeting. A motion was made by Lois Zollner and seconded by Dolores Krebs to go into executive session to discuss the matter. This was approved; the session began at 8:35 pm. A motion was made to adjourn from executive session at 8:50 pm by Lois Zollner, seconded by Dolores Krebs, and approved.

A motion to change the policy on pay for unused sick leave hours to a rate of 50% of the current annual salary was made by Lauri Daugherty and seconded by Steve Schmidt. Motion approved by majority of roll call vote.

Steve Schmidt made a motion that the board policies need to reflect changes made, and also to have included the policy for funeral leave, jury duty, and voting privileges that was not present in the handout. Dolores Krebs seconded the motion, and it was approved by roll call vote.

Motion to adjourn was made by Steve Schmidt at 8:55 pm and seconded by Lauri Daugherty. Motion was approved.

The next meeting will be held on March 3, 2009.

  
Jim Sprengel, President

  
Gwen Fischer, Secretary



## **Secretary's Report – March 3, 2009**

The meeting was called to order at 8:01 PM by President Jim Sprengel.

Trustees present: Lauri Dougherty, Gwen Fischer, Carol Grapperhaus, <sup>Judy</sup>~~Janet~~ Kampwerth, Steve Schmidt, Jim Sprengel, and Lois Zollner.

Trustees absent: Meagan Holthaus and Delores Krebs

Also attending: Jan Thomas, Librarian and Kevin Timmermann, Alderman

A quorum was established and the agenda was approved.

The board welcomed Judy Kampwerth as a new trustee as she signed her oath of office.

### **Secretary's report:**

Minutes from the previous meeting were read and approved as submitted.

### **Treasurer's report:**

- A. It was noted that the year on the 'Bills To Be Paid' should be corrected to read 2009 instead of 2008. Under Expenses, 'March 2008 Balance' should be corrected to 'March 2009 Balance'.
- B. The Board suggested that the librarian purchase a large quantity of 'Forever' stamps prior to the postage stamp increase in May 2009 in order to have sufficient stock to last through the end of the year.
- C. Carol Grapperhaus made a motion to pay the bills and it was seconded by Steve Schmidt. The motion passed with all ayes.

### **Librarian's report:**

- A. Jan Thomas said that she received a letter from the Secretary of State indicating that the library will receive a FY2009 Illinois Public Library Per Capita Grant in the amount of \$4897.27.
- B. Jan also reported that she received a letter from Ron Stephens indicating that the State of Illinois launched a new website called [www.recovery.illinois.gov](http://www.recovery.illinois.gov). This website will allow Illinois government to share state-focused information about the federal stimulus package, collect project ideas from the public, and direct people to relevant state and/or federal agencies and applications.

### **Committee Reports:**

**Building committee** – Judy Kampwerth will replace Cindy Grapperhaus on the Building Committee. The Board asked Kevin Timmermann about the problem with the handicapped accessible doors not opening properly. Kevin said he would contact the company to see if anything can be done to fix the problem.

**Book committee** – Lauri Dougherty will replace Bill Berndsen on the Book Committee.

**Finance committee** – Lauri Dougherty was added to the Finance Committee.

**Policy committee** – nothing to report

### **Unfinished Business:**

None

### **New Business:**

- A. **Resignation** – Jim Sprengel read a letter from Cindy Grapperhaus announcing her resignation effective February 2, 2009.

- B. **Budget** – the Finance Committee and Jan Thomas will prepare a budget for fiscal year 2009/2010 to present to the board at the next meeting.
- C. **Christmas decorations stored on library's parking lot** – the Board asked Kevin Timmermann about the trailer with Christmas decorations that has been parked on the library's back parking lot since January. Kevin said he would talk to Don Voss and see if the decorations can be stored at the Breese Activity Center.
- D. **Light on American flag** – Jim Sprengel said that the light on the American flag in the front of the library is burned out. Kevin Timmermann said he would talk to Don Voss to have it replaced by the city.
- E. **Annual inspection of the alarm system** – Kevin Timmermann said that there needed to be an annual inspection of the alarm system that was installed in March 2008. He said he will contact Tech Electronics to schedule an appointment. He said that the library will be responsible for the inspection bill.

Lois Zollner made a motion to adjourn the meeting at 9:15 PM and it was seconded by Lauri Dougherty. The motion carried with all ayes.

The next meeting is scheduled for Tuesday, April 7, 2009 at 8:00 PM.

  
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Jim Sprengel, President

  
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Gwen Fischer, Secretary

## Secretary's Report – April 7, 2009

The meeting was called to order at 8:00 PM by President Jim Sprengel.

Trustees present: Lauri Dougherty, Gwen Fischer, Carol Grapperhaus, <sup>Judy</sup> Janet Kampwerth, Dolores Krebs, Steve Schmidt, Jim Sprengel, and Lois Zollner.

Trustees absent: none

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

### **Secretary's report:**

Minutes from the previous meeting were read and approved as submitted.

### **Treasurer's report:**

- A. Lauri Dougherty said that she found a few calculation errors in the current Expense sheet and she will make corrections and email a revised copy to Jan Thomas.
- B. The Finance Committee members asked Jan to have Diane Holtgrave add a heading of 'Category Fund' to the Treasurer's Report.
- C. Carol Grapperhaus made a motion to pay the bills and it was seconded by Dolores Krebs. The motion passed with all ayes.

### **Librarian's report:**

- A. Jan Thomas said that she received a check for \$647.79 from the Lewis and Clark Library System for OCLC. She said the Library System got a grant to help offset our expenses because they will no longer be covering a portion of this expense. The Illinois Secretary of State is holding a Gatenet Library Directors meeting on August 15, 2009 to explain the increased fees. Jan said we previously paid \$440.25 a month for automation and now the Library will be expected to assume \$150 per month increase in OCLC charges. She said the fees will increase to \$918.00 a month in 2010 and \$941.00 a month in 2011.
- B. Jim Sprengel read a letter of resignation that Meagan Holthaus submitted on March 17, 2009. The Board is currently looking for a new Board member to replace Meagan.

### **Committee Reports:**

**Building committee** – nothing to report

**Book committee** – nothing to report

**Finance committee** – The Finance Committee discussed the budget for FY2010 and it will be presented for approval at the next meeting.

**Policy committee** – nothing to report

### **Unfinished Business:**


The trailer with Christmas decorations is still parked on the Library's back parking lot and has been since January. Gwen Fischer will follow-up with Kevin Timmermann to see if he contacted Don Voss after the March meeting to find out if the decorations can be stored at the Breese Activity Center.

### **New Business:**

- A. **Holiday Party** – Jim Sprengel informed the Board that he had spoken with Beyond the Garden Gate about dates for the Library's 'Holiday Party'. Due to conflicts with everyone's schedules, the 2008 Christmas party was postponed to spring 2009.

Dolores Krebs made a motion to adjourn the meeting at 8:50 PM and it was seconded by Steve Schmidt. The motion carried with all ayes.

The next meeting is scheduled for May 5, 2009 at 8:00 PM.

  
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Jim Sprengel, President

  
\_\_\_\_\_  
Gwen Fischer, Secretary



## **Secretary's Report May 5, 2009**

The meeting was called to order at 8:00 p.m. by President Jim Sprengel.

Trustees present: Lois Zollner, Steve Schmidt, Lauri Dougherty, Carol Grapperhaus, and Jim Sprengel.

Trustees absent: Gwen Fischer, Judy Kampwerth, and Dolores Krebs

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

### **SECRETARY'S REPORT**

Minutes from the previous meeting were read and approved as submitted.

### **TREASURER'S REPORT**

- 1) Jim contacted Tempo Bank about the current interest in anticipation of the next CD renewal; current rates are in the 1% range.
- 2) We have received the 4<sup>th</sup> and final property tax installment. This was an unusual year since we typically only get the money in three installments.
- 3) The question arose as to what bills are listed under miscellaneous. It was reported that items such as the alarm system check, Sam's Club membership, and pest control costs are included. A suggestion was made to add a new category notated as "building" for some of these expenses. This will be further addressed under unfinished business.

Lois made a motion to pay the bills, seconded by Jim Sprengel.

### **LIBRARIAN'S REPORT**

- 1) The city Christmas light displays have been moved from the Library parking lot across the street next to Clinton County Showcase.
- 2) A new computer monitor was purchased from Jim's Sales and Service for \$150.00. The old one was not working and Jim informed Jan that it was not repairable. This bill will be reflected on next month's report.
- 3) Jan is currently working on the annual report required for the Illinois State Library system.
- 4) The method of paying for the membership to Gatenet has changed; it is now a separate billing charge. This fee will become \$3737.26 annually; it is paid on a monthly basis.
- 5) A representative for AT&T called and spoke to Jan about acquiring DSL service stating it is faster and less expensive than a T-1 line. The library is supposed to be included with the city on this access, and no further action will be taken at this time.

### **COMMITTEE REPORTS**



No new committee reports

### UNFINISHED BUSINESS

- 1) The proposed budget was reviewed and discussed. Several changes were made including:
  - A) Addition of new categories for Building/Furniture, Summer Program, and Treasury Bonds,
  - B) Increases in the funds for Telephone/Automation and Miscellaneous to reflect anticipated rise in expenses. Checks for CD's will remain in the Miscellaneous category for the time being. The total for the 2009-2010 budget is \$187,090.00.

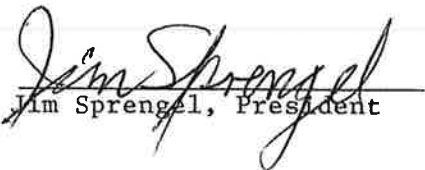
A motion was made by Carol and seconded by Lois to approve the proposed budget. Roll call vote was made; approved by all.

### NEW BUSINESS

- 1) Jim stated that since we have the bare minimum for a quorum present he felt it was appropriate to table the issue of a nominating committee until the next meeting.
- 2) Jan said skateboarding on the parking lot has been a problem. Kids have tried to jump the concrete parking barriers, splashed soda on a car; safety concerns for both people and cars parked in the lot are the issue. Kevin Timmermann needs to be contacted about this; for now, the police department will be notified of the problem and let them handle the situation.
- 3) Jan also reported re-striping of the parking lot has been done without the addition of striping to block out one space to allow cars to exit more easily. Kevin will also be contacted about this issue.
- 4) Jim has gotten new dates of availability for the Christmas party: May 16<sup>th</sup>, June 6<sup>th</sup>, June 20<sup>th</sup>, and June 27<sup>th</sup>. This will be tabled until the June meeting.

Lauri made a motion to adjourn the meeting at 8:50 p.m., seconded by Lois. Motion approved.

Next meeting will be June 2<sup>nd</sup>, 2009.

  
Jim Sprengel, President

  
Carol Grapperhaus, Acting Secretary



## **Secretary's Report – June 2, 2009**

The meeting was called to order at 8:02 PM by President Jim Sprengel.

Trustees present: Gwen Fischer, Carol Grapperhaus, Judy Kampwerth, Dolores Krebs, Jim Sprengel, and Lois Zollner.

Trustees absent: Lauri Dougherty and Steve Schmidt

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

### **Secretary's report:**

Minutes from the previous meeting were read and approved with corrections.

### **Treasurer's report:**

- A. A CD in the amount of \$16,870.88 will mature on 6-19-09. Jim Sprengel said that he had contacted the local banks to obtain current CD rates. The rates were as follows:
  - First Bank – 5 month CD @ 1.75% APY
  - GTSB – 6 month CD @ 1.10% APY
  - Tempo Bank – 6 month CD @ 1.51% APYLois Zollner made a motion to invest the CD with First Bank and Dolores Krebs seconded the motion. Motion passed on a roll call vote.
- B. Gwen Fischer made a motion to pay the bills and it was seconded by Carol Grapperhaus. The motion passed with all ayes.

### **Librarian's report:**

- A. Jan Thomas said that they found termites in the audio section on the East wall when they were moving some books. She said they contacted Terminx who came and treated at no charge since they had just inspected last month.
- B. Jan said that a small child pulled the alarm between the double doors at the back entrance and set off the alarm system. She said she contacted the alarm company to report that it was a false alarm. She also talked to Dale Detmer to see if a child-proof cover could be placed over it to prevent it from happening again. Dale said to check with our alderman to see if the city could purchase a plastic cover for the alarm.
- C. Jan reported that she had prepared the annual report and submitted it to the Illinois State Library System. She also shared a copy with the board members to review.
- D. Jan also reported that skateboarders were using the back parking lot of the library and the librarians were concerned that they could cause damage to patron's cars. She said the librarians will contact the Breese Police and ask them to check the parking lot during scheduled hours.

### **Committee Reports:**

**Building committee** – nothing to report

**Book committee** – nothing to report

**Finance committee** – nothing to report

**Policy committee** –nothing to report

### **Unfinished Business:**

Jim Sprengel said he will delay naming a Nominating Committee until the full board is present at the meeting.

**New Business:**

- A. **Holiday Party** – Jim Sprengel informed the Board that he had spoken with Beyond the Garden Gate about dates for the Library's 'Holiday Party'. The board agreed on the date of Saturday, July 11<sup>th</sup> at 6:30 PM.

Carol Grapperhaus made a motion to adjourn the meeting at 8:40 PM and it was seconded by Judy Kampwerth. The motion carried with all ayes.

The next meeting is scheduled for July 7, 2009 at 8:00 PM.

  
Jim Sprengel, President

  
Gwen Fischer, Secretary

## Secretary's Report – July 7, 2009

The meeting was called to order at 8:02 PM by President Jim Sprengel.

Trustees present: Lauri Dougherty, Gwen Fischer, Judy Kampwerth, Steve Schmidt, Jim Sprengel, and Lois Zollner.

Trustees absent: Carol Grapperhaus and Dolores Krebs

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

### **Secretary's report:**

Minutes from the previous meeting were read and approved as submitted.

### **Treasurer's report:**

- A. Gwen Fischer made a motion to pay the bills and it was seconded by Lauri Dougherty. The motion passed with all ayes.

### **Librarian's report:**

- A. Jan Thomas reported that the OCLC contract renewal was submitted to the State for the fiscal year (July 1, 2009 to June 30, 2010).
- B. Jan said that the board needs to review the following documents at the next meeting:
  - Per Capita Grant – need to have a reference policy with actions and dates discussed
  - Admin Ready Reference Book – Jan will call the system to obtain the link to the website
  - Environmental Profile – what steps is the library taking to 'go green'?
  - Readers Advisory Services – page 7
- C. Summer Reading Program – Jan said that they have 50 children (ages 6-12) enrolled in the program which runs from July 6<sup>th</sup> until July 31<sup>st</sup>. The program is scheduled from 1:30 PM to 2:30 PM every Friday with special guests to entertain the children. She said they teach the children many different things including: how to check out books, magazines, CD's, and DVD's, and how to look up information in the dictionary, almanac, encyclopedia, etc.

### **Committee Reports:**

**Building committee** – Jan said that Kevin Timmermann told her plastic covers were not allowed to be placed on the alarm system.

**Book committee** – nothing to report

**Finance committee** – nothing to report

**Policy committee** – nothing to report

### **New Business:**

- A. **Nominating Committee** – The library board officers for Fiscal Year 2009/2010 were nominated by acclamation. Effective August 1, 2009, the officers are as follows:
  - President: Steve Schmidt
  - Vice-President: Jim Sprengel
  - Secretary: Gwen Fischer
  - Treasurer: Dolores Krebs

Lois Zollner made a motion to accept the slate of officers and Lauri Dougherty seconded the motion. The motion passed with all ayes.

- B. **Library Alderman** – Norb Tebbe will be the new library alderman, replacing Kevin Timmermann.
- C. **Oath of Office** – Jim Sprengel and Steve Schmidt signed their oath of office forms as trustees of the Breese Public Library.
- D. **Staff Raises** – Steve Schmidt made a motion at 8:42 PM to go into Executive Session to discuss pay raises for the library staff. Lois Zollner seconded the motion. Steve Schmidt made a motion to leave Executive Session at 8:58 PM and it was seconded by Jim Sprengel. Motion passed on a roll call vote with all ayes. After considerable discussion, the board agreed to grant the following hourly pay raises retroactive to July 1, 2009:
- Jan Thomas – \$.50 per hour
  - Diane Holtgrave - \$.50 per hour
  - Maribeth Rogers - \$.40 per hour
  - Sheila Meyer - \$.30 per hour

Lois Zollner made a motion to adjourn the meeting at 9:00 PM and it was seconded by Lauri Dougherty. The motion carried with all ayes.

The next meeting is scheduled for August 4, 2009 at 8:00 PM.

  
Jim Sprengel, President

  
Gwen Fischer, Secretary



## **Secretary's Report – August 4, 2009**

The meeting was called to order at 8:00 PM by President Steve Schmidt.

Trustees present: Lauri Dougherty, Delores Krebs, Judy Kampwerth, Steve Schmidt, Jim Sprengel, and Lois Zollner.

Trustees absent: Gwen Fischer and Carol Grapperhaus

Also attending: Jan Thomas, Librarian and Diane Holtgrave, Assistant Librarian

A quorum was established and the agenda was approved.

### **Secretary's report:**

Minutes from the previous meeting were read and approved as submitted.

### **Treasurer's report:**

- A. Lois Zollner made a motion to approve the Treasurer's Report. Seconded by Delores Krebs. The motion was approved on a roll call vote.

### **Librarian's report:**

- A. Jan Thomas reported on the summer reading program.
- B. Jan said that the previous year's per capita grant has not been received. This year's per capital grant application was discussed. Legal compliance items were reviewed and discussed

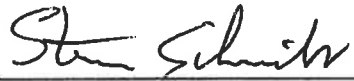
### **Committee Reports:**

None presented.

### **New Business:**

- A. The investment of CD monies was discussed. Lois Zollner made a motion to cash two CD's maturing August 14, 2009 at Tempo Bank and purchase a \$30,000 CD at 1.88% APY and a \$50,000 CD at 1.88% APY from First Bank to mature in nine months and place the balance in the checking account. Motion seconded by Lauri Dougherty. Motion carried on a roll call vote.
- B. Motion made by Lauri Dougherty and seconded by Lois Zollner that the President should have a key to the library for use in an emergency. Motion approved unanimously by voice vote.
- C. A policy on new patrons of the library was discussed and approved by voice vote. Motion to approve by Lois Zollner and seconded by Judy Kampwerth.
- D. Jan and Diane commented on the staff compensation approved by the board on July 7, 2009.
- E. Motion made by Lois Zollner to go into executive session at 8:56 PM. Motion seconded by Lauri Dougherty. Approved.
- F. Motion to return to official session at 9:40 PM by Lois Zollner, seconded by Delores Krebs. Motion approved on a voice vote. It was decided to survey other libraries programs and present information for discussion at the next meeting (September 1, 2009).

Motion to adjourn at 9:43 PM by Delores Krebs and seconded by Lauri Dougherty. The motion carried.



Steve Schmidt, President



Gwen Fischer, Secretary

## **Secretary's Report – September 1, 2009**

The meeting was called to order at 8:00 PM by President Steve Schmidt.

Trustees present: Lauri Dougherty, Gwen Fischer, Dolores Krebs, Judy Kampwerth, Steve Schmidt, Jim Sprengel, and Lois Zollner.

Trustees absent: Carol Grapperhaus

Also attending: Jan Thomas, Librarian and Norb Tebbe, Alderman

A quorum was established and the agenda was approved.

### **Secretary's report:**

Minutes from the previous meeting were read and approved as submitted.

### **Treasurer's report:**

- A. Dolores Krebs made a motion to approve the Treasurer's Report. Seconded by Lauri Dougherty. The motion was approved on a roll call vote.

### **Librarian's report:**

- A. Jan Thomas reported that this year's Per Capita Grant money in the amount of \$4,897.27 was received on August 31, 2009.

### **Committee Reports:**

#### **Building Report –**

- A. Norb Tebbe said he talked to Don Voss about the damaged downspout on the east side of the building. Don said he would look into getting it repaired.
- B. Jan said that there was a ballast out above the computers and she had called the city to ask them to replace it.

### **New Business:**

- A. Jan reported that Carol Grapperhaus called to say that she was resigning from the board effective immediately.
- B. Norb Tebbe said that the mayor approved two new board members at the city council meeting on September 1, 2009. He said that Yvonne Ratermann will replace Carol Grapperhaus and Bonnie Holzinger will replace Meagan Holthaus effective as of the October library board meeting.

### **Unfinished Business:**

- A. Jan presented the Per Capita Grant to the board members for review. Lois Zollner made a motion to have Jan contact the web site designer to bring us into ADA Compliance for the library's website. Jim Sprengel seconded the motion and it passed on a roll call vote with all ayes. After the review was completed, the grant was signed by the President and Secretary.
- B. Jan shared the city's Appropriations Ordinance with the board.
- C. The following policies, dated February 2, 2009, were reviewed at the meeting:
  - Excess sick leave
  - Funeral leave
  - Jury duty
  - Voting privileges

D. The following policies were adopted on September 1, 2009:

- Display Space
- Exhibits
- Service to patrons with disabilities
- Confidentiality

E. The Illinois Library Law (Chapter 75, Libraries) was reviewed on September 1, 2009.

F. Lauri Dougherty made a motion to go into executive session at 8:35 PM. Motion was seconded by Lois Zollner. Motion carried. Lois Zollner made a motion to return to official session at 8:54 PM. Dolores Krebs seconded the motion and motion carried with all ayes. Dolores Krebs made a motion that the approved staff raises granted at the July meeting will remain as stated and there will be no further review until July 2010. Gwen Fischer seconded the motion and it carried on a roll call vote.

Jim Sprengel made a motion to adjourn at 9:00 PM and it was seconded by Lauri Dougherty. The motion carried.

The next meeting is scheduled for October 6, 2009 at 8:00 PM.



Steve Schmidt, President



Gwen Fischer, Secretary

## **Secretary's Report – October 6, 2009**

The meeting was called to order at 8:00 PM by President Steve Schmidt.

Trustees present: Lauri Dougherty, Gwen Fischer, Bonnie Holzinger, Dolores Krebs, Yvonne Ratermann, Steve Schmidt, Jim Sprengel, and Lois Zollner.

Trustees absent: Judy Kampwerth

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

### **Secretary's report:**

Lois Zollner made a motion to approve the minutes from the previous meeting and Bonnie Holzinger seconded the motion. The motion was approved on a roll call vote.

### **Treasurer's report:**

- A. Lauri Dougherty made a motion to approve the Treasurer's Report. It was seconded by Dolores Krebs and the motion was approved on a roll call vote.
- B. Gwen Fischer made a motion to pay the bills and Lois Zollner seconded the motion. The motion was approved on a roll call vote.

### **Librarian's report:**

- A. Jan Thomas said she contacted TechKnow Solutions about required changes to the Library's website to make it ADA compliant. She said Michelle told her she is working on them and will contact Jan when finished.
- B. Changes were made to various committees due to the resignation of several board members and the addition of several new board members. The following list indicates the chair person and members of each committee:

#### **Book**

Lauri Dougherty (chair)  
Yvonne Ratermann  
Steve Schmidt  
Lois Zollner

#### **Buildings and Grounds**

Gwen Fischer (chair)  
Judy Kampwerth  
Steve Schmidt  
Jim Sprengel

#### **Finance**

Dolores Krebs (chair)  
Lauri Dougherty  
Gwen Fischer  
Bonnie Holzinger  
Steve Schmidt

### **Committee Reports:**

#### **Building Report –**

- A. Jan Thomas said that the downspouts on the east side of the building had been repaired.

B. Jan also reported that the ballast above the computers had been replaced.

Book Report – none  
Finance Reports - none

**New Business:**

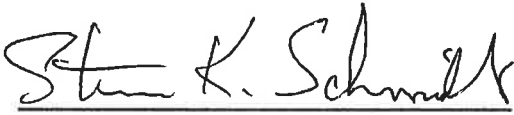
- A. Jan said that she received the property tax check on October 5<sup>th</sup> in the amount of \$83,681.15.

**Unfinished Business:**

- A. Jan told the board that the carpet in front of the desk has sections where it buckles up and she is concerned that someone will trip and fall. The board looked at the area and determined that it was a hazard. After further discussion the board determined that another mat would provide a temporary solution until the problem can be corrected. Bonnie Holzinger made a motion to have Jan contact Shur Clean Carpet Care to have another mat provided to cover the area. Lois Zollner seconded the motion and it passed with all ayes. The board also decided that an estimate should be obtained from Interiors on Main to see what it would cost to correct the problem. Bonnie Holzinger offered to call and ask them to provide an estimate.

Dolores Krebs made a motion to adjourn the meeting at 8.25 PM and it was seconded by Lauri Dougherty. The motion carried.

The next meeting is scheduled for November 3, 2009 at 8:00 PM.

  
Steve Schmidt, President

  
Gwen Fischer, Secretary

## **Secretary's Report – November 3, 2009**

The meeting was called to order at 8:00 PM by President Steve Schmidt.

Trustees present: Gwen Fischer, Bonnie Holzinger, Judy Kampwerth, Dolores Krebs, Yvonne Ratermann, Steve Schmidt, Jim Sprengel, and Lois Zollner.

Trustees absent: Lauri Dougherty

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

### **Secretary's report:**

Lois Zollner made a motion to approve the minutes from the previous meeting and it was seconded by Yvonne Ratermann. The motion was approved on a roll call vote.

### **Treasurer's report:**

- A. Bonnie Holzinger made a motion to approve the Treasurer's Report. It was seconded by Judy Kampwerth and the motion was approved on a roll call vote.

### **Librarian's report:**

- A. Dolores Krebs made a motion to approve the Librarian's report. Jim Sprengel seconded the motion and it was accepted with all ayes.
- B. Jan Thomas said she received an Illinois State Library Capital Needs Assessment Survey that needs to be completed by November 20, 2009. She said the State wants to do a grant program for State Libraries contemplating any work in the next two years. She said every library has to complete the form regardless if they require capital needs or not. Jan said she was having problems completing the form because it wouldn't allow her to type in the fields or save the document. Yvonne said she may need an Adobe update on her PC. Gwen offered to stop by Saturday and help Jan complete the form. Gwen and Jan worked on the form on Saturday, November 7<sup>th</sup> after downloading required software and were able to email the completed form to the state.
- C. Jan said the library received a bill in the amount of \$1550.00 from Mark Richter for the Auditor's report for the year ending 2009. Jim Sprengel made a motion to approve the CPA report and Judy Kampwerth seconded the motion. It was approved with all ayes.

### **Committee Reports:**

Building Report – Steve Schmidt discussed a roof leak in the study room and back hall way after the recent heavy rains. Jan said she called the city and they came after a few days to look at the roof. The city called Litteken Construction who repaired the roof.

Book Report – none

Finance Report - none

### **New Business:**

- A. Steve said that the city was offering a new health plan to city employees and said that the library board needed to discuss if they wanted to offer the plan to the full time library employees. Jan said she and Diane decided that they want to keep the insurance plan they currently have. Jan will contact the city to inform them that there will be no change.
- B. Jan said that Gatenet fees may be increasing in 2010. She said she received a survey from the Lewis and Clark Library System that indicated our library Gatenet fee may increase from \$3737.26 to \$6175.56 (a 65.24% increase) depending on a vote. The

survey asked each library to vote 'Yes' or 'No' to the fees and indicated that the outcome would be based on a majority rule vote. Jan informed the board that she submitted a 'No' vote. We will have to wait for the results of the voting to know whether the fee will increase.

- C. Jan said that Sheila Meyer offered to paint the restrooms and the study room that had water damage due to the roof leak if the library agreed to purchase the paint. After a brief discussion by the board, Bonnie Holzinger made a motion to have Sheila purchase the materials needed to paint the restrooms and study room. Lois Zollner seconded the motion and it passed with all ayes.
- D. Steve Schmidt said that there is a CD maturing on November 19, 2009 in the amount of \$16,870.88. Gwen Fischer made a motion to reinvest the CD into a short-term CD. Yvonne Ratermann seconded the motion and it passed on a roll call vote with all ayes.

**Unfinished Business:**

- A. Jan said that Mike Kuhl had stopped by briefly to look at the carpet after last month's meeting and said he didn't think it should cost too much or take too long to repair. He said he would come back the following week about 15 minutes before closing time to fix it. When he didn't stop by as promised, Jan called him again and left a message but has not heard back from him.
- B. Steve Schmidt read a letter of resignation submitted by Lois Zollner saying her resignation was effective with the November 3, 2009 meeting. The board is currently looking for another board member to replace Lois.

Bonnie Holzinger made a motion to adjourn the meeting at 8:55 PM and it was seconded by Dolores Krebs. The motion carried with all ayes.

The next meeting is scheduled for December 1, 2009 at 8:00 PM.



Steve Schmidt, President



Gwen Fischer, Secretary



## **Secretary's Report – December 1, 2009**

The meeting was called to order at 8:00 PM by President Steve Schmidt.

Trustees present: Lauri Dougherty, Gwen Fischer, Dolores Krebs, Yvonne Ratermann, Steve Schmidt, and Jim Sprengel.

Trustees absent: Bonnie Holzinger and Judy Kampwerth

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

### **Secretary's report:**

Lauri Dougherty made a motion to approve the minutes from the previous meeting and it was seconded by Yvonne Ratermann. The motion was approved on a roll call vote.

### **Treasurer's report:**

- A. Jim Sprengel made a motion to approve the Treasurer's Report. It was seconded by Lauri Dougherty and the motion was approved on a roll call vote.

### **Librarian's report:**

- A. Dolores Krebs made a motion to approve the Librarian's report. Jim Sprengel seconded the motion and it was accepted with all ayes.
- B. Jan Thomas said the microfilm price increased from \$30 to \$45 effective January 2010. Dolores Krebs made a motion to pay the increased price and Gwen Fischer seconded the motion. The motion carried on all ayes.

### **Committee Reports:**

Building Report – Gwen Fischer said that Norb Tebbe informed her that he talked to Don Voss who said the roof should last five more years before it needs to be replaced. He also said that the city will pay the bill to have the buckled carpet repaired.

Book Report – none

Finance Report - none

### **Unfinished Business:**

- A. Jan said that Sheila Meyer started painting the girls' restroom and study room.
- B. Jan also reported that TechKnow Solutions is still working on the library's website to make it ADA compliant.

### **New Business:**

- A. Mileage - Jan asked if she could be compensated the government rate for mileage when using her personal vehicle to attend meetings. Yvonne Ratermann made a motion to allow the librarian to use the current government rate for personal vehicle mileage reimbursement. Dolores Krebs seconded the motion which carried with all ayes.
- B. Policies - the board proposed a change to the by-laws to add a section under Policies for personal vehicle mileage reimbursement. This will be discussed further at the January 2010 meeting.
- C. Holiday hours – Jan asked if the library could close early on Christmas Eve and New Years Eve. Jim Sprengel made a motion to have the library close at 5PM on Christmas Eve and New Years Eve. Gwen Fischer seconded the motion and it passed on all ayes.

- D. Vacation Days for Diane Holtgrave – Jan said that Diane will not be taking all of her vacation and wanted to apply some of her remaining days to her insurance reimbursement. Jim Sprengel made a motion to allow Diane to apply some of her remaining days to her insurance reimbursement. Lauri Dougherty seconded the motion and it passed on all ayes.
- E. Jan reported that a name was submitted to the city council for a new board member.

Dolores Krebs made a motion to adjourn the meeting at 8:30 PM and it was seconded by Jim Sprengel. The motion carried with all ayes.

The next meeting is scheduled for January 5, 2010 at 8:00 PM.

  
Steve Schmidt, President

  
Gwen Fischer, Secretary