

Secretary's Report – January 5, 2010

The meeting was called to order at 8:00 PM by President Steve Schmidt.

Trustees present: Lauri Dougherty, Gwen Fischer, Bonnie Holzinger, Dolores Krebs, Judy Kampwerth, Yvonne Ratermann, Steve Schmidt, Jim Sprengel, and Jean Steinman.

Trustees absent: none

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

New board member Jean Steinman was welcomed by the board and given a copy of the Library by-laws.

Secretary's report:

Bonnie Holzinger made a motion to approve the minutes from the previous meeting and it was seconded by Jim Sprengel. The motion was approved on a roll call vote.

Treasurer's report:

- A. Yvonne Ratermann made a motion to approve the Treasurer's Report. It was seconded by Bonnie Holzinger and the motion was approved on a roll call vote.

Librarian's report:

- A. Email accounts - Jan Thomas said that Gatenet furnished email through Mailman. If the library wants G-Mail through Google, there will be a workshop on January 7th at Highland that will help the libraries transfer the data. Deadline to complete the transfer is May 2010.
- B. Gatenet fee – Jan reported that the survey that Gatenet conducted several months ago had 48 members out of a total of 59 voting. The result of the vote was a tie so there will not be an increase of Gatenet fees at this time.
- C. Background checks – Jan said that the Lewis and Clark library system sent a letter stating that they will run background checks on new employees upon request. There will be a fee involved for the background check.
- D. TIF district meeting – Jan also reported that the City sent an invitation to the library board to attend their TIF district meeting on January 18, 2010.
- E. Laurie Daugherty made a motion to approve the Librarian's report and it was seconded by Dolores Krebs. The motion carried with all ayes.

Committee Reports:

Building Report – none

Book Report – none

Finance Report – Steve Schmidt reported that he called Tempo Bank to obtain current rates for CD's.

Unfinished Business:

- A. Carpet repair - Jan said she talked to Mike Kuhl about repairing the buckled carpet. He told her he would come right before the library closed on Thursday, January 7th to make the repairs. The board indicated that Mike should send the bill to the City of Breese.
- B. Mileage Policy – the Board discussed changing the policy to reflect personal vehicle mileage reimbursement. Yvonne Ratermann made a motion to modify the by-laws

under Policies to add a section for personal vehicle reimbursement. Gwen Fischer seconded the motion and it passed with all ayes. Jan will update the policy with the changes as of January 5, 2010.

New Business:

- A. Accumulated excess sick leave – Jan asked that she and Diane be reimbursed for their excess sick leave. The board agreed to reimburse them at 50% of their current hourly rate. Jan will be reimbursed for 54 hours and Diane will be reimbursed for 67 hours.
- B. FOIA officers – Jan reported that the Freedom of Information Act and Open Meeting Act changed effective January 1, 2010. Each public body must designate a person to complete on-line training. The compliance date is July 1, 2010. After some discussion, Bonnie Holzinger made a motion to appoint Jan Thomas and Diane Holtgrave as the FOIA officers for the Breese Library. Jean Steinman seconded the motion and it passed with all ayes. Jan also said that every library needs to display the policy and provide an organizational chart and total operating expenditures. A model policy was provided on the system website. The board discussed and adopted the policy at the meeting but will discuss further and make necessary modifications at the next board meeting.
- C. New CD – the board discussed investing some of the money in the checking account into a long term CD. Bonnie Holzinger made a motion to invest \$80,000 at Tempo Bank in a 15 month CD with an APY of 3.0%. Dolores Krebs seconded the motion. The motion passed on a roll call vote.

Dolores Krebs made a motion to adjourn the meeting at 8:55 PM and it was seconded by Laurie Daugherty. The motion carried with all ayes.

The next meeting is scheduled for February 2, 2010 at 8:00 PM.


Steve Schmidt, President


Gwen Fischer, Secretary

Secretary's Report – February 2, 2010

The meeting was called to order at 8:00 PM by President Steve Schmidt.

Trustees present: Gwen Fischer, Bonnie Holzinger, Judy Kampwerth, Yvonne Ratermann, Steve Schmidt, Jim Sprengel, and Jean Steinman.

Trustees absent: Lauri Dougherty and Dolores Krebs

Also attending: Diane Holtgrave, Librarian

A quorum was established and the agenda was approved.

Secretary's report:

Bonnie Holzinger made a motion to approve the minutes from the previous meeting and it was seconded by Jim Sprengel. The motion was approved on a roll call vote.

Treasurer's report:

- A. Gwen Fischer 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. **G-Mail workshop** – Diane Holtgrave reported that she and Jan Thomas attended a G-Mail workshop on January 22nd and that the library has a new email account. The new email address is bra@breeselibrary.org.
- B. **FOIA** – Diane said that the Freedom of Information Act (FOIA) must be approved by the library board before it can be posted to the web site.
- C. **Recorded Books** – Diane told the board that the Recorded Books Company that the library orders their recorded books from is in Chapter 11 bankruptcy proceedings. She said the library received notification via a letter from Epiq Bankruptcy Solutions, LLC. Haight Cross Communications is the parent company of Recorded Books.
- D. **Motion** - Jean Steinman made a motion to approve the Librarian's report and it was seconded by Bonnie Holzinger. The motion carried with all ayes.

Committee Reports:

Building Report – Diane said Mike Kuhl had repaired the buckled carpet but there had been problems with the glue not holding at the seams and he needed to weigh those areas down to try to get the seams to bond. She said that Mike told Jan the glue was loose at the seams in several other areas. The board discussed and said those areas should be monitored to see if they become worse. The board also wanted to know if the city would pay for replacing the carpet if that became necessary. Gwen Fischer said she would contact Norb Tebbe to find out. Gwen contacted Norb after the meeting and he said it was his understanding that since the city owned the building; they would pay for replacing the carpet. He said he would bring it up at the next finance meeting to get confirmation. He told Gwen he would have an answer by the April Library Board meeting.

Book Report – none

Finance Report – Jean Steinman will replace Lois Zollner on the Finance Committee

Unfinished Business:

- A. **Carpet repair** – this was discussed under the Building Committee report.
- B. **FOIA** – the board discussed modifications that needed to be made to the Freedom of Information Act (FOIA) before it could be posted to the website. Jim Sprengel made a motion for the FOIA policy to be approved with the changes noted below. Yvonne Ratermann seconded the motion and it passed with all ayes.
 - I, Section E – We have the following number of persons employed:
 - 1. Full time 2 (librarians)
 - 2. Part-time 2 (1 library clerk; 1 janitor)
 - III, Section J – Library Disaster Plan
- C. **Disaster Plan** - The board briefly discussed the Disaster Plan and noted that all members should have a copy of it. Bonnie Holzinger made a motion for the new board members to be provided a copy of the Disaster Plan. The motion was seconded by Judy Kampwerth and it passed with all ayes.

New Business:

- A. Automatic Doors – Diane Holtgrave said the library received a bill from Stanley for a yearly maintenance fee of \$420 on the automatic doors. She said Jan Thomas talked to Norb Tebbe and he confirmed the City will pay the bill.
- B. Snapshot Day – Diane said that libraries across Illinois are participating in *Snapshot: One Day in the Life of Your Library* on February 10th by collecting information, comments, and photographs from events in a typical library day. Snapshot Day is a project sponsored by the Illinois Library Association in response to the 50% cut in funding for all Illinois state library and literacy grants.

Gwen Fischer made a motion to adjourn the meeting at 8:37 PM and it was seconded by Jim Sprengel. The motion carried with all ayes.

The next meeting is scheduled for March 2, 2010 at 8:00 PM.


Steve Schmidt, President


Gwen Fischer, Secretary

Secretary's Report – March 2, 2010

The meeting was called to order at 8:00 PM by President Steve Schmidt.

Trustees present: Lauri Dougherty, Gwen Fischer, Bonnie Holzinger, Judy Kampwerth, Dolores Krebs, Yvonne Ratermann, Steve Schmidt, Jim Sprengel, and Jean Steinman.

Also attending: Diane Holtgrave, Librarian

A quorum was established and the agenda was approved.

Secretary's report:

Bonnie Holzinger made a motion to approve the minutes from the previous meeting and it was seconded by Lauri Dougherty. The motion was approved on a roll call vote.

Treasurer's report:

- A. Gwen Fischer 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. **Snapshot Day** – Diane Holtgrave said that they received a lot of responses from library patrons on Snapshot Day. They selected five random surveys and submitted them to the State as requested.
- B. **FOIA** – Diane reported that she and Jan took the online tests for the Freedom of Information Act (FOIA) and both got an 'A'. She said the FOIA must be approved by the library board before it can be posted to the web site. Jean Steinman made a motion to post it to the website and Bonnie Holzinger seconded the motion. The motion passed with all ayes.

Committee Reports:

Building Report – Gwen Fischer reported that Norb Tebbe was going to get confirmation at the next city Finance meeting about who was responsible for paying for replacing the carpet at the library when it becomes necessary.

Book Report – none

Finance Report – none

Unfinished Business:


- A. **Disaster Plan** - The board tabled the discussion on the Disaster Plan. The board members are going to take the information home to review and be prepared to discuss at the next meeting.

New Business:

- A. **Per Capita Grant** – Diane showed the board a letter stating the library will receive the FY10 Illinois Public Library Per Capita Grant in the amount of \$4,133.41.

Dolores Krebs made a motion to adjourn the meeting at 8:25 PM and it was seconded by Jean Steinman. The motion carried with all ayes.

The next meeting is scheduled for April 6, 2010 at 8:00 PM.



Steve Schmidt, President


Gwen Fischer, Secretary

The next meeting is scheduled for May 4, 2010 at 8:00 PM.



Steve Schmidt, President



Gwen Fischer, Secretary

Secretary's Report – April 6, 2010

The meeting was called to order at 8:00 PM by President Steve Schmidt.

Trustees present: Lauri Dougherty, Gwen Fischer, Bonnie Holzinger, Judy Kampwerth, Dolores Krebs, Yvonne Ratermann, Steve Schmidt, Jim Sprengel, and Jean Steinman.

Trustees absent: none

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Secretary's report:

Bonnie Holzinger made a motion to approve the minutes from the previous meeting and it was seconded by Lauri Dougherty. The motion was approved on a roll call vote.

Treasurer's report:

Gwen Fischer made a motion to approve the Treasurer's Report. It was seconded by Jean Steinman and the motion was approved on a roll call vote.

Librarian's report:

- A. **Illinois Library Law Book** - Jan Thomas said the library received two copies of the 2010 Illinois Library Law Book. One was given to the board President and the other will be kept at the library.
- B. **Gatenet Public Library Contributions** – Jan told the board there will be an increase of \$2.96 per month for the Gatenet automation fee. She said the fee will be \$3772.85 for fiscal year 2010/2011.

Committee Reports:

Building Report – Jan said that Norb Tebbe told her the city will pay for the carpet to be replaced when it becomes necessary.

Book Report – none

Finance Report – Steve Schmidt said there is a CD maturing on April 19, 2010 in the amount of \$16,994.29. After some discussion by the board, Jim Sprengel made a motion to cash the CD and deposit the amount in the checking account. Dolores Krebs seconded the motion. Motion passed on a roll call vote.

Unfinished Business:

- A. **Disaster Plan** - The board held a discussion on the disaster plan and determined that no changes were required.

New Business:

- A. **Nominating Committee** – Steve asked Lauri Dougherty and Bonnie Holzinger to contact the officers prior to the next meeting to see if they wanted to continue in their positions. Elections will be held at the next meeting.
- B. **Budget** – The finance committee needs to present a new budget for the fiscal year which begins in May 2010. The committee will meet at the library at 7:30 PM on May 4th (prior to the library board meeting).
- C. **EBE** – Jan said she received a bill for \$620 for the contract on the microfilm reader/printer. Jean Steinman made a motion for Jan to pay the bill and Yvonne Ratermann seconded the motion. Motion was approved with all ayes.

Jim Sprengel made a motion to adjourn the meeting at 8:40 PM and it was seconded by Jean Steinman. The motion carried with all ayes.

Secretary's Report – May 4, 2010

The meeting was called to order at 8:09 PM by President Steve Schmidt.

Trustees present: Lauri Dougherty, Gwen Fischer, Bonnie Holzinger, Dolores Krebs, Yvonne Ratermann, Steve Schmidt, Jim Sprengel, and Jean Steinman.

Trustees absent: 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:

Bonnie Holzinger made a motion to approve the Treasurer's Report. It was seconded by Jean Steinman and the motion was approved on a roll call vote.

- A. **Executive Session** - Jan Thomas informed the board that by law closed/executive sessions are to be audio or video taped along with written minutes. She said the law states they must be kept until minutes are opened, for a minimum of 18 months. If the minutes are not opened in that amount of time, they must be kept for as long as they are closed (3 years/5 years). The law also states the board must review closed minutes twice a year. The board discussed several items pertaining to this law: purchasing a digital recorder, where the tapes should be stored, and who should have access to them. Jim Sprengel offered to contact Norb Tebbe to see what type of recorder the city was using and where they stored their tapes. He will report his findings at the next meeting.

Committee Reports:

Book Report – none

Building Report – none

Finance Report – The finance committee reported that they had completed the 2010/2011 budget and the total was \$194,795.60. Jim Sprengel made a motion to submit the budget as approved by the finance committee. Lauri Dougherty seconded the motion and it was approved with all ayes.

Unfinished Business:

- A. **Election of officers** – the nominating committee reported that Dolores Krebs and Gwen Fischer asked to be replaced in their respective positions as Treasurer and Secretary. After some discussion, Jean Steinman agreed to accept the Treasurer's position and Bonnie Holzinger agreed to accept the Secretary's position. Jim Sprengel made a motion to elect the officers for the coming year by acclamation. Dolores Krebs seconded the motion and it passed with all ayes. New officers for 2010/2011 are:
- President – Steve Schmidt
 - Vice President – Jim Sprengel
 - Secretary – Bonnie Holzinger
 - Treasurer – Jean Steinman

New Business:

- A. The board had a brief discussion regarding the two CD's that will mature on May 14, 2010. Steve Schmidt reported the current interest rates and terms he had received

from the local banks. Jean Steinman made a motion to cash in the CD purchased for \$30,000 and deposit it in the checking account and re-invest the CD purchased for \$50,000 with Tempo Bank for a 6-month term with an APY of 1.29%. Jim Sprengel seconded the motion and it passed on a roll call vote.

Jean Steinman made a motion to adjourn the meeting at 9:00 PM and it was seconded by Jim Sprengel. The motion carried with all ayes.

The next meeting is scheduled for June 1, 2010 at 8:00 PM.



Steve Schmidt, President



Gwen Fischer, Secretary

Secretary's Report – June 1, 2010

The meeting was called to order at 8:00 p.m. by President Steve Schmidt.

Trustees present:

Lauri Dougherty, Gwen Fischer, Bonnie Holzinger, Yvonne Ratermann, Dolores Krebs, Steve Schmidt, Jim Sprengel, Jean Steinman, and Judy Kampwerth.

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Secretary's report:

Gwen Fischer made a motion to approve the minutes from the previous meeting and it was seconded by Judy Kampwerth. The motion was approved.

Treasurer's report:

Bonnie Holzinger 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.

Librarian's report:

- A. **Annual Report** - Jan Thomas reported that 3 copies of the annual report had been prepared and sent in: state, library system, Breese Public Library. One copy must also be sent as an e-file to the state.
- B. **System cutbacks** - There have been cutbacks in the Lewis & Clark Library System resulting in layoffs of personnel. At this time daily delivery will remain, but there are difficulties and the usual liaison with the BPR has been laid off.
- C. **Unique Personnel** - An employment placement service requested the use of the library to hold interviews. After some discussion Jim Sprengel made a motion to deny the request for this use, seconded by Dolores Krebs. The motion was approved.
- D. **Illinois Coalition for Legal Justice** – Judge Dennis Middendorff contacted the library to state that a meeting would be held in Carlyle on June 18th and a librarian from BPL should attend. A discussion concerning our limited resources and lack of information concerning the purpose and responsibilities of the library in this regard followed. Bonnie Holzinger made a motion to deny participation of a librarian in the June 18th meeting regarding the Illinois Coalition for Legal Justice because of lack of information. Dolores Krebs seconded the motion. The motion carried unanimously.

Committee Reports:

Building Report - none

Book Report – none

Finance Report - none

Unfinished Business:

Executive Session - Jim Sprengel reported that the City of Breese has a lock box that the Library Board could use to store tapes from Executive Sessions. The City has not gone into Executive Session in the recent past and therefore has no need of such storage. Jean Steinman made a motion to authorize Jim Sprengel to purchase


a tape recorder for under \$200.00 prior to the July meeting. Second by Lauri Dougherty. Motion carried on a roll call vote.

New Business:

- A. **Non-Resident Fee** - The Board is required to pass an annual motion to continue to offer the services of the library to those who do not reside in Breese. The current annual fee is \$80.00. Judy Kampwerth made a motion to continue to offer a non-resident fee as it has been the past year. Yvonne Ratermann seconded the motion. Motion carried.
- B. **Illinois Bell (Class Action Lawsuit)** - Jan has received forms in the mail concerning a class action suit against Illinois Bell Telephone Company. It was decided that she should fill out the forms and send them in.
- C. **GateNet fees** - GateNet has changed their billing practices and will no longer issue a monthly statement. A payment book has been supplied instead with a slight discount for paying annually instead of monthly. Dolores Krebs made a motion to pay the GateNet fee in one annual payment. Second by Gwen Fischer. Motion carried.
- D. **Library Board Annual Party** - Jim Sprengel reported that Barb VonAlst of Beyond the Garden Gate has indicated the cost per person for a prime rib dinner would be \$18.95 plus \$2.00 for dessert plus tax and gratuity. Jim will check on the availability of August 21, 2010, for the board dinner.

Jim Sprengel made a motion to adjourn the meeting and it was seconded by Jean Steinman. The motion carried with all ayes.

The next meeting is scheduled for July 6, 2010, at 8:00 p.m.



Steve Schmidt, President



Bonnie Holzinger, Secretary

Secretary's Report – July 6, 2010

The meeting was called to order at 8 p.m. by President Steve Schmidt.

Trustees present:

Lauri Dougherty

Gwen Fischer

Bonnie Holzinger

Yvonne Ratermann

Dolores Krebs

Steve Schmidt

Jim Sprengel

Jean Steinman

Judy Kampwerth

Also attending: Jan Thomas, Librarian

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

Secretary's report:

Gwen Fischer 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:

Judy Kampwerth 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. **Margie Heinzman** has donated 3 copies of her book to the library. She wishes to have a book signing at the library in July.
- B. **Website update** - There was a system problem with the library web site. TechnoSolutions had to be called to solve the problem and the web site needed to be updated. We are now ADA compliant.
- C. **Delivery changes** - The Lewis and Clark Library System delivery will be reduced to three days per week – Monday, Wednesday and Friday – starting in August. The system rep. said the reason for reducing the delivery to three days is the numbers are down, but the numbers are up compared to last month according to Jan.
- D. **Summer Reading Program** – The program is now going on with fifty children involved. The theme is "Scare up a Good Book." The children will meet from 1:30 to 2:30 every Friday and the events include a magician, craft day, and party day.

Committee Reports:

- A. **Board Party** - Jim Sprengel reported that the annual party will be held at Beyond the Garden Gate (Old City Hall) on Saturday, August 28, 2010. The social will begin at 6:30 with dinner at 7:00. Barb VonAlst requested that the participants leave by 9:00 p.m. A prime rib dinner will be provided BYOB.

- B. **Parking Lot** - Bonnie Holzinger asked about the procedure for removing cars that have remained in one place in the library lot for an extended period. She will ask the Police Department what avenues are available.

Unfinished Business:

- B. **Illinois Coalition for Legal Aid** – The coalition sent a booklet to the library with information concerning accessing the web site at the library. The local libraries are listed as participants.

New Business:

- A. **Per Capita Grant requirements** – Jan provided handouts concerning grants. Jan will provide By Laws of the Breese Public Library to members who do not have them because "The library board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues." The grant request is due in October and several requirements must be met. The library has not received the grant money for 2010.
- B. **Staff Raises** – Jean Steinman made a motion at 8:50 p.m. to go into Executive Session to discuss pay raises for the library staff. Yvonne Ratermann seconded the motion. Jim Sprengel made a motion to leave Executive Session at 9:41 p.m. and it was seconded by Lauri Dougherty. Motion passed unanimously. After considerable discussion, Yvonne Ratermann made a motion to provide the same raise as last year. Dolores Krebs seconded the motion. On a roll call vote, the motion passed unanimously.
- C. **Dolores Krebs' resignation** – Dolores Krebs offered a letter of resignation from the library board effective July 7, 2010. She has served since 1997.

Dolores Krebs made a motion to adjourn the meeting at 9:50 p.m. seconded by Gwen Fischer. The motion carried with all ayes.

The next meeting is scheduled for August 3, 2010, at 8:00 p.m.



Steve Schmidt, President



Bonnie Holzinger, Secretary

Secretary's Report – August 3, 2010

The meeting was called to order at 8 p.m. by President Steve Schmidt.

Trustees present:

Lauri Dougherty, Gwen Fischer, Bonnie Holzinger, Yvonne Ratermann, Steve Schmidt, Jim Sprengel, Jean Steinman, Judy Kampwerth, and Angie Becker.

Also attending: Diane Holtgrave, Assistant Librarian

A quorum was established and the agenda was approved.

Yvonne Ratermann made a motion to accept Angie Becker as a member of the Library Board and table the signing of her document as a member. It was seconded by Jean Steinman. The motion was approved unanimously.

Secretary's report:

Gwen Fischer made a motion to approve the minutes from the previous meeting and it was seconded by Lauri Dougherty. The motion was approved on a roll call vote.

A receipt dated July 8, 2010, and signed by City Clerk Robert Venhaus and Secretary Bonnie Holzinger for the Executive Session tapes was entered into the record. The tapes have been put into the city's deposit box.

Treasurer's report:

An outstanding check was discussed with questions concerning a stop payment procedure and possible fees. The recipient indicated the check had been destroyed and another check was issued. A stop payment should be put on the original check.

A check was returned with insufficient funds. Because the check was for a non-resident fee, no further action is required.

Gwen Fischer 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: no report

Committee Reports:

Building – Bonnie Holzinger reported the vehicle that had been parked on the east side of the building for several weeks had been removed. The issue was handled by the City Police after it was reported.

Book – no report

Finance – no report

Unfinished Business:

In order to guarantee that everyone has the same copy of the By Laws of the Breese Public Library, that issue was deferred to the next meeting.

New Business:

Standards for Illinois Public Libraries - The members were given a copy.

Chapter 3 – Personnel – deferred to next meeting


The members were reminded that the Library Board annual party will be held at Beyond the Garden Gate (Old City Hall) on Saturday, August 28, beginning at 6:30 with dinner at 7:00.

Jean Steinman made a motion to adjourn the meeting at 8:33 p.m. and it was seconded by Lauri Dougherty. The motion carried with all ayes.

The next meeting is scheduled for September 7, 2010, at 8:00 p.m.



Steve Schmidt, President



Bonnie Holzinger, Secretary

Secretary's Report – September 7, 2010

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

Trustees present:

Lauri Dougherty, Gwen Fischer, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, and Angie Becker

Trustees absent: Steve Schmidt, Jean Steinman and Judy Kampwerth

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Secretary's report:

Gwen Fischer made a motion to approve the minutes from the previous meeting and it was seconded by Lauri Dougherty. The motion was approved.

Treasurer's report:

Bonnie Holzinger made a motion to approve the Treasurer's Report. It was seconded by Yvonne Raterman and the motion was approved on a roll call vote.

Librarian's report:

Jan reported that auditor Mark Richter picked up the books and will return them in October. The question was raised as to why Richter suggested using Quicken but does not access that information – why? Excel has the info; why pick up the ledgers. Jan was told to ask.

Committee Reports: nothing

Unfinished Business:

Per Capita grant requirements:

#16. "...the library board must review the library's bylaws as described in Chapter #1 of *Serving Our Public 2.0*..." The board indicated that no "revisions, corrections or updates" should be made.

#17. "...report on progress in meeting Chapter #3 "Personnel" of *Serving Our Public 2.0*..." In general, the board reviewed the elements concerning the requirements and duties of the library personnel and decided a more detailed job description should be prepared. Lauri will work on this issue.

#18. "Using the table of contents of *Serving Our Public*..., prioritize chapters with regard to the needs of the library. ... As a result of this overview, identify up to five major impacts or changes that affect the library board, staff or library users."

According to the board, "Technology" and "Collective Management & Resource Sharing" are most pertinent. We will be working to update and up-grade some of the systems and older machines. The acquisition and sharing of e-books was also discussed.

New Business:

The ILLINET/OCLC Services Program Renewal Agreement – signatures are needed. A motion to approved the ILLINET/OCLC Services Renewal Program Agreement for the Fiscal Year 2011 was made by Gwen Fischer, seconded by Angie ~~Krebs~~. The motion was approved on a roll call vote.

Lauri Dougherty made a motion to adjourn the meeting at 9:33 p.m. and it was seconded by Gwen Fischer. The motion carried with all ayes.

The next meeting is scheduled for October 5, 2010, at 8:00 p.m.


Jim Sprengel, Vice President


Bonnie Holzinger, Secretary

Secretary's Report – October 5, 2010

The meeting was called to order at 8:00 p.m. by President Steve Schmidt.

Trustees present:

Lauri Dougherty, Bonnie Holzinger, Yvonne Ratermann, Steve Schmidt, Jim Sprengel, Jean Steinman, Judy Kampwerth, and Angie Becker

Trustees absent: Gwen Fischer

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Secretary's report:

Bonnie Holzinger made a motion to correct the minutes of Sept. 5, 2010, by correcting the name of "Angie Krebs" to "Angie Becker." Jean Steinman seconded the motion. The motion was approved. Jim Sprengel made a motion to approve the corrected minutes from the previous meeting and it was seconded by Jean Steinman. The motion was approved.

Treasurer's report:

Angie Becker 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:

Auditor's Report – Mark Richter: Richter said that he needed the information broken down as it appears in the ledgers. Lauri Dougherty will call and ask about it and see if the process can be simplified.

2009 Per-Capita Grant money – the money has not been distributed to Breese Library although some libraries have apparently received their money

Yvonne Ratermann made a motion to accept the librarian's report. Second by Judy Kampwerth. The motion carried.

Committee Reports:

Changes must be made to committees because of the change in board membership. Angie Becker has been appointed to the Book Committee to replace Jean Steinman and Jean Steinman has been made chairperson of the Finance Committee to replace Dolores Krebs.

Unfinished Business:

2010 Per-Capita Grant – A motion to adopt the Technology Plan as presented on October 5, 2010, was made by Jean Steinman and seconded by Lauri Dougherty. The motion carried by a unanimous vote.

The grant application was signed by President Steve Schmidt, Secretary Bonnie Holzinger, and Treasurer Jean Steinman.

New Business:

Merging of Illinois Library Systems – There are now 11 systems throughout the state. There will be 3: Chicago, Southern Illinois, and Northern Illinois. Meetings are on-going but many decisions need to be made and jobs will be eliminated. The State Library is not actively involved in the negotiations.

Jan distributed "Confidentiality Policy – Staff Handbook." The discussion as to where this information belongs in the Board Policy Handbook was tabled.

Judy Kampwerth made a motion to adjourn the meeting at 8:40 p.m. and it was seconded by Jean Steinman. The motion carried with all ayes.

The next meeting is scheduled for November 2, 2010, at 8 p.m.



Steve Schmidt, President


Bonnie Holzinger, Secretary

Secretary's Report – November 2, 2010

The meeting was called to order at 8:01 p.m. by President Steve Schmidt.

Trustees present:

Gwen Fischer, Bonnie Holzinger, Yvonne Ratermann, Steve Schmidt, Jim Sprengel, Jean Steinman, Judy Kampwerth, and Angie Becker

Trustees absent: Lauri Dougherty

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Secretary's report:

Bonnie Holzinger made a motion to correct the minutes of October 5, 2010, by removing "Treasurer Jean Steinman" from the "**2010 Per-Capita Grant**" signers. Gwen Fischer seconded the motion. The motion was approved. Judy Kampwerth made a motion to approve the corrected minutes and it was seconded by Yvonne Ratermann. The motion was approved.

Treasurer's report:

Jean Steinman made a motion to correct the Treasurer's Report to reflect "2nd property tax installment." Judy Kampwerth seconded the motion. Gwen Fischer made a motion to approve the corrected Treasurer's Report. It was seconded by Angie Becker and the motion was approved on a roll call vote.

Librarian's report:

Update Computers – Jim Astroth of Jim's Sales & Service submitted an estimate of \$420.00 to "add 1 gig memory kit to 3 Gateway E4100 computers, remove old memory from 3 Gateway E2500 computers and add 2 gig memory kits to computers." Jean Steinman made a motion to upgrade 6 computers and Yvonne Ratermann seconded the motion. The motion carried with all ayes on a roll call vote.

Auditor's Report – Copies of "Audit Report for the Year Ended April 30, 2010" were given to members. Jim Sprengel made a motion to indicate the auditor's report has been received and accepted, but the board questions why the per capita grant of \$4,133 is listed as received when it has not been. Gwen Fischer seconded the motion. The motion was approved.

Committee Reports: - None

Unfinished Business:

The "Confidentiality Policy – Staff Handbook" section should be placed after the Board's By-laws in the Board members' books.

New Business:

C.D. Renewal & transfer of funds - After some discussion concerning interest rates and time frames for Certificate of Deposit renewal, Bonnie Holzinger made a motion to give President Steve Schmidt authority to renew the maturing CD at Tempo Bank at the best available rate. Angie Becker seconded the motion. The motion carried on a roll call vote.

Gwen Fischer made a motion to adjourn the meeting at 8:42p.m. and it was seconded by Jean Steinman. The motion carried with all ayes.

The next meeting is scheduled for Wednesday, Dec. 8 at 8:00 p.m.


Steve Schmidt, President


Bonnie Holzinger, Secretary

Secretary's Report – December 8, 2010

The meeting was called to order at 8:00 p.m. by President Steve Schmidt.

Trustees present:

Lauri Dougherty, Bonnie Holzinger, Yvonne Ratermann, Steve Schmidt, Jim Sprengel, Jean Steinman, Judy Kampwerth, and Angie Becker.

Trustees absent: Gwen Fischer

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.

Treasurer's report:

Bonnie Holzinger 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:

Computers upgraded: Jim Astroth has finished the update on the computers. One is in the shop and it will be replaced if necessary.

Flowers for Gwen: Jan sent flowers to board member Gwen Fischer following her surgery.

Committee Reports: none

Unfinished Business:

C.D. Renewal & Fund Transfer - The certificate of deposit at Tempo Bank has been rolled over with a rate of .8% on a 6-month deposit. The bank will send the renewal information to the library. Steve Schmidt added that notification should be sent to the board.

New Business:

Holiday Closings – Bonnie Holzinger made a motion to close the library on Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day. Judy Kampwerth seconded the motion. The motion carried.

Jean Steinman made a motion to adjourn the meeting at 8:13 p.m. and it was seconded by Judy Kampwerth. The motion carried with all ayes.

The next meeting is scheduled for January 4, 2011 at 8:00 p.m.


Steve Schmidt, President


Bonnie Holzinger, Secretary

Secretary's Report – January 4, 2011

The meeting was called to order at 8:00 p.m. by President Steve Schmidt.

Trustees present:

Lauri Dougherty, Gwen Fischer, Bonnie Holzinger, Yvonne Ratermann, Steve Schmidt, Jim Sprengel, and Judy Kampwerth.

Trustees absent: Jean Steinman and Angie Becker

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Secretary's report:

Gwen Fischer made a motion to approve the minutes from the previous meeting and it was seconded by Yvonne Ratermann. The motion was approved.

Treasurer's report:

The Per Capita Grant has been received. The Building Fund CD #10206001350 has an APY rate of .80%. Jim Sprengel made a motion to approve the Treasurer's Report as corrected. It was seconded by Gwen Fischer and the motion was approved on a roll call vote.

Librarian's report:

New Computer – Jim Astroth has determined that a computer tower must be replaced. He had a price for a new Dell tower with new monitor included for \$419.00 – the usual price of a new tower.

Bonnie Holzinger made a motion to purchase a new computer with monitor for \$419.00 plus tax and shipping. Lauri Dougherty seconded the motion. The motion carried on a roll call vote.

Jan reported Iantha Kruep has donated Sizzix materials to the library. Lauri Dougherty made a motion to authorize Jan to purchase a cabinet to house the Sizzix material with the purchase not to exceed \$250. Judy Kampwerth seconded the motion. The motion carried on a roll call vote.

Fax from Tempo Bank – Tempo Bank has faxed the information concerning the newly purchased CD.

Committee Reports:

Finance – Steve Schmidt presented some info on investing public funds – minimizing risk and maximizing yield. He suggested a committee be formed to investigate the possibilities. Yvonne Ratermann (will check with the City Council to see what they have in place), Bonnie Holzinger, and Jean Steinman are the members. Board Treasurer Steinman is named chairman and will report back to the board.

New Business:

Accumulated Excess Sick Leave – Due to the sick leave policy, the board authorized payment to employees in the following amounts:

Diane Holtgrave - \$618.55 for 68½ hours at 50% of current hourly salary

Jan Thomas - \$664.81 for 70½ hours at 50% of current hourly salary.

The authorization must be signed by the Board President and Board Treasurer.

E – Books – Jan will check with other libraries to see how the pricing and such works. The Board cannot make any decision until some research is completed.

Security at Board Meetings – Jim Sprengel stated that with public meetings getting violent, perhaps the Board should look into a door bell or some other method to allow entry into the meetings. If anyone has any ideas on how to improve, he or she should submit the ideas to the Board.

Jim Sprengel made a motion to adjourn the meeting at 8:54 p.m. and it was seconded by Gwen Fischer. The motion carried with all ayes.

The next meeting is scheduled for February 1, 2011 at 8:00 p.m.

Steve Schmidt, President

Bonnie Holzinger, Secretary

**Secretary's Report
February 1, 2011**

No meeting was held due to inclement weather.

Jan telephoned board members for approval to pay January bills.

Secretary's Report –March 1, 2011

The meeting was called to order at 8:00 p.m. by President Steve Schmidt.

Trustees present:

Lauri Dougherty, Gwen Fischer, Bonnie Holzinger, Yvonne Ratermann, Steve Schmidt, Jim Sprengel, Jean Steinman, Judy Kampwerth and Angie Becker

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 January 4th meeting and it was seconded by Yvonne Ratermann. The motion was approved. The February board meeting was cancelled due to extreme weather and was re-scheduled for March 1, 2011.

Treasurer's report:

Librarian Jan Thomas telephoned board members for approval to pay January bills because of the canceled meeting in February.

Jan will call Norb Tebbe and question the maintenance contract on the automatic door because of the bill from Stanley Access Tech LLC for \$166. Gwen Fischer made a motion to approve paying the bills with clarification required on who is responsible for the maintenance of the automatic doors. Judy Kampwerth seconded the motion and the motion was approved on a roll call vote.

Librarian's report:

E - books Survey – Forty-three people indicated they have e-book readers with 17 owning Kindles. Kindle books are available from Amazon.com only. The e-books handled by libraries within the Lewis & Clark System are not Kindles, and the cost is a minimum of \$3,000 per year with \$1,000 for the license and the rest for books.

New Library System – Meetings are now being held in Effingham concerning the new organization. Our system will be known as the Illinois Heartland Library System. It appears the delivery standards will remain as they are presently.

Committee Reports – Finance:

Treasurer Jean Steinman reported that the City of Breese invests its funds in certificates of deposit and nothing else.

Unfinished Business: none

New Business:

Automatic Deposit – Clinton County Treasurer Denise Trame inquired if the Breese Library would be interested in receiving their tax distribution via automatic deposit. The board told Jan to answer "yes" to the survey.

Lauri Dougherty made a motion to adjourn the meeting at 8:40 p.m. and it was seconded by Gwen Fischer. The motion carried with all ayes.

The next meeting is scheduled for April 5, 2011 at 8:00 p.m.

Steve Schmidt, President

Bonnie Holzinger, Secretary

Secretary's Report – April 5, 2011

The meeting was called to order at 8:00 p.m. by President Steve Schmidt.

Trustees present:

Lauri Dougherty, Gwen Fischer, Bonnie Holzinger, Yvonne Ratermann, Steve Schmidt, Jim Sprengel, Jean Steinman, Judy Kampwerth and Angie Becker

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Secretary's report:

Jean Steinman made a motion to approve the minutes from the previous meeting and it was seconded by Gwen Fischer. The motion was approved.

Treasurer's report:

Judy Kampwerth made a motion to approve the Treasurer's Report. It was seconded by Angie Becker and the motion was approved on a roll call vote. Reimbursement was received from the City of Breese in the amount of \$166 for maintenance on the automatic door.

Librarian's report:

A. Grant Awarded – Jan received a letter from the Secretary of State of Illinois awarding the Breese Public Library Per Capita Grant in the amount of \$4,142.44. These funds must be "obligated and expended by June 30, 2012."

B. Gatenet Fee - Although the name may be changed with the new system, the annual fee for Gatenet has gone up \$226 to \$3,999.68.

C. Delivery Standards – the system deliveries are now four days a week based on the number of items dropped and delivered per month. We are now in the 400+ items category and merit 4-day delivery.

D. Letter from County Board of Review - The Clinton County Board of Review notified the library that Caring First, Inc. has asked to have their tax assessment lowered. No action is required.

Committee Reports - none

Unfinished Business - none

New Business:

A. Nominating Committee for Officers – the 3 newest members of the board (Jean Steinman, Angie Becker, Bonnie Holzinger) will find out who wants to continue in office and find nominees for officers.

B. Budget – Jean Steinman as Treasurer and Lauri Dougherty will compile the new budget.

C. EBE – The contract for maintenance and parts for the microfilm reader/printer must be renewed. The cost is \$620 per year. Yvonne Ratermann made a motion to approve the contract in the amount of \$620, seconded by Lauri Dougherty. Motion was approved on a roll call vote.

D. CD – Tempo Bank – A certificate of deposit in the amount of \$82,320.14 will mature on April 7, 2011. Jean Steinman made a motion that President Steve Schmidt or Treasurer Jean Steinman contact the bank and get the best interest rate available and renew the CD. Second by Lauri Dougherty. Motion passed.

E. Weapons Policy – After some discussion concerning the need for such a policy, Gwen Fischer made a motion that the Weapons Policy as presented by Librarian Jan Thomas be included in the Library Board Policies with minor modification to include the library grounds. Jim Sprengel seconded the motion. The motion carried.

Lauri Dougherty made a motion to adjourn the meeting at 8:35 p.m. and it was seconded by Jean Steinman. The motion carried with all ayes.

The next meeting is scheduled for May 3 at 8:00 p.m.

Steve Schmidt, President

Bonnie Holzinger, Secretary

Secretary's Report – May 3, 2011

The meeting was called to order at 8:00 p.m. by President Steve Schmidt.

Trustees present:

Lauri Dougherty, Bonnie Holzinger, Yvonne Ratermann, Steve Schmidt, Jim Sprengel, Jean Steinman, Judy Kampwerth, and Angie Becker

Trustees absent: Gwen Fischer

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.

Treasurer's report:

The maturity date for the Tempo Bank CD #10215331190 is 4/7/2012. Judy Kampwerth made a motion to approve the corrected Treasurer's Report. It was seconded by Lauri Dougherty and the motion was approved on a roll call vote.

Librarian's report:

Jan Thomas and Diane Holtgrave have completed the online training for the Freedom of Information Act and Open Meetings Act.

Committee Reports:

Finance – Lauri Dougherty prepared a budget for 2011/2012 in the amount of \$198,304.00, a 2% increase over last year. Jean Steinman made a motion to approve the Budget for Fiscal Year 2012 as prepared by Lauri Dougherty. Judy Kampwerth seconded the motion. The motion was approved on a roll call vote.

New Business:

- A. **Election of Officers** – The nominating committee reported that Steve Schmidt asked to be replaced as president. New officers for 2011/2012 elected by acclamation are
 - President – Jean Steinman
 - Vice President – Jim Sprengel
 - Secretary – Bonnie Holzinger
 - Treasurer – Judy Kampwerth
- B. **IPLAR – Illinois Public Library Annual Report** – Jan completed the annual report. Board President Steve Schmidt and Secretary Bonnie Holzinger signed the report.
- C. **CD** – A Certificate of Deposit in the amount of \$50,354.81 matures on May 27th. Bonnie Holzinger made a motion that Jean Steinman contact the bank and get the best

interest rate available and renew the CD. Second by Yvonne Ratermann. Motion carried on a roll call vote.

Lauri Dougherty made a motion to adjourn the meeting at 8:26 p.m. and it was seconded by Jean Steinman. The motion carried with all ayes.

The next meeting is scheduled for June 7 at 8:00 p.m.

Steve Schmidt, President

Bonnie Holzinger, Secretary

Secretary's Report – June 7, 2011

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present:

Gwen Fischer, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Jean Steinman, and Judy Kampwerth.

Trustees absent: Angie Becker, Steve Schmidt and Lauri Dougherty

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Secretary's report:

Gwen Fischer made a motion to approve the minutes from the previous meeting and it was seconded by Yvonne Ratermann. The motion was approved.

Treasurer's report:

Bonnie Holzinger made a motion to approve the Treasurer's Report. It was seconded by Gwen Fischer and the motion was approved on a roll call vote.

Librarian's report:

Summer Reading Program – Mid-Summer Knight's Read will be held for 50 children in July. Sign up time is now. Fridays during the month will feature a magician, a knight, a craft day and a party.

Committee Reports:

Finance – Jean Steinman reported that because of the diminishing interest rates on certificates of deposit, it appears that putting funds into an interest bearing savings account would be a better deal than buying a CD. Jim Sprengel made a motion to take \$50,000 out of the checking account, add the CD of \$50,451.93, and open a new savings account at Tempo Bank. Judy Kampwerth seconded the motion and it was approved on a roll call vote. The president and treasurer will take care of this.

New Business:

Non-Resident Fee – tabled until next meeting

Per Capita Requirements – Jan gave members copies of the FY2012 Requirements. This information will be discussed later.

Gwen Fischer made a motion to adjourn the meeting at 8:23 p.m. and it was seconded by Yvonne Ratermann. The motion carried with all ayes.

The next meeting is scheduled for July 5 at 8:00 p.m.

Jean Steinmann, President

Bonnie Holzinger, Secretary

Secretary's Report – July 5, 2011

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present:

Lauri Dougherty, Gwen Fischer, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Jean Steinman, and Judy Kampwerth

Trustees absent: Angie Becker and Steve Schmidt

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Secretary's report:

Gwen Fischer made a motion to approve the minutes from the previous meeting and it was seconded by Yvonne Ratermann. The motion was approved.

Treasurer's report:

Gwen Fischer made a motion to approve the corrected Treasurer's Report. It was seconded by Lauri Dougherty and the motion was approved on a roll call vote. The revised report changes check #8917 to Tempo Bank from a "Bill to be Paid" to a "transfer of funds" from the checking account to the savings account. Yvonne will help set up the Quicken program correctly.

Librarian's report:

"A Mid-Summer's Knight Read" is in full swing with 50 children attending. This week the knight will be instructing and entertaining those attending.

- A. **Gatenet Fees** – the Lewis & Clark Library System passed a resolution to reduce the fees by 10%. The fee for this year is now \$3,599.71 and a new invoice will be sent by Illinois Heartland Library System (the new name for the revised region).
- B. **Survey from Case-Halstead** – The director of the Carlyle Library sent a survey inquiring about various elements concerning the librarian. Jan will take care of the information.

Jan reported that the copy machine is showing signs of developing problems. Board members suggested that she seek prices and information including service availability for the next meeting.

Committee Reports:

Building Committee - Jan reported that the entry door was leaking very badly during a recent rain storm. Water was pouring in over the top of the door. Jean will contact the city and have them take care of repairs.

Unfinished Business:

- A. **Non-Resident Fee** – After some discussion and Jan's reading of the formula for determining non-resident fees, Lauri Dougherty made a motion to maintain the charge of \$80 per year for non-resident library cards. Judy Kampwerth seconded the motion. The motion was passed with all ayes.
- B. **Per – Capita Grant Requirements** – Governance and Administration Standards were discussed. It was decided to table this item until next month.

New Business:

- A. **FY2012 ILLINET/OCLC Renewal Agreement** – The fee for this year is down to \$689. Last year's charge was over \$900. Jan will sign and submit the agreement.
- B. **Oath of Office for Gwen & Lauri** – Gwen Fischer and Lauri Dougherty renewed their oaths of office for the Library Board.
- C. **Executive Session** – Yvonne Ratermann made a motion at 9:00 p.m. to go into Executive Session to discuss pay raises for the library staff. Lauri Dougherty seconded the motion. Jim Sprengel made a motion to leave Executive Session at 9:25 p.m. and it was seconded by Gwen Fischer. After considerable discussion Judy Kampwerth made a motion to provide the same raise as last year - \$.50 per hour for Jan and Diane, \$.40 for Maribeth and \$.30 for Sheila. Lauri Dougherty seconded the motion. On a roll call vote, the motion passed unanimously.

Jim Sprengel made a motion to adjourn the meeting at 9:30 p.m. and it was seconded by Yvonne Ratermann. The motion carried with all ayes.

The next meeting is scheduled for August 2, 2011 at 8:00 p.m.

Jean Steinmann, President

Bonnie Holzinger, Secretary

Secretary's Report – August 2, 2011

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present:

Lauri Dougherty, Gwen Fischer, Bonnie Holzinger, Steve Schmidt, Jean Steinman, Judy Kampwerth, and Angie Becker

Trustees absent: Yvonne Ratermann and Jim Sprengel

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Secretary's report:

Gwen Fischer made a motion to approve the minutes from the previous meeting and it was seconded by Steve Schmidt. The motion was approved.

Treasurer's report:

Steve Schmidt made a motion to approve the Treasurer's Report. It was seconded by Lauri Dougherty and the motion was approved unanimously on a roll call vote.

Librarian's report:

- A. **Copy Machine** – Jan reported that she had contacted three companies regarding a new copy machine and received two responses. After some discussion, Gwen Fischer made a motion to purchase a Konica Minolta Bizhub 20 Copy System from Electronic Technologies Corp., represented by Mark Olliges. Angie Becker seconded the motion and it was approved unanimously on a roll call vote. A service contract is part of the package.
- B. **E- books** – Jan presented new information concerning e-books and Illinois Heartland Library System. The new system will charge \$500 per year plus \$1000 per year toward books. Amazon Kindles will be included in the system by the end of the year. The earliest Breese Public Library could order would be October. Judy Kampwerth made a motion to purchase e-books through Overdrive. Angie Becker seconded the motion. It was approved unanimously on a roll call vote.

Committee Reports:

Building Committee – Alderman Norbert Tebbe has contacted the city to repair the leaking door.

Unfinished Business:

Per Capita Grant – Jan has filled out most of the paperwork for the grant application which she read to the board. She is waiting for county information. The discussion was continued from the last meeting. The Material Selection Policy was read and reviewed with everything accepted with no need for changes. The grant must be submitted in October.

New Business:

Steve Schmidt resignation – Steve submitted his resignation effective August 3, 2011. President Jean Steinman thanked him for his years of service to the Library Board. The board members were told to consider possible replacements.

Gwen Fischer made a motion to adjourn the meeting at 8:45 p.m. and it was seconded by Lauri Dougherty. The motion carried with all ayes.

The next meeting is scheduled for September 6th at 8:00 p.m.

Jean Steinmann, President

Bonnie Holzinger, Secretary

Secretary's Report – September 6, 2011

The meeting was called to order at 8:04 p.m. by President Jean Steinman.

Trustees present:

Lauri Dougherty, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Jean Steinman, Judy Kampwerth and Angie Becker

Trustees absent: Gwen Fischer

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 Angie Becker. The motion was approved.

Treasurer's report:

Bonnie Holzinger made a motion to approve the Treasurer's Report. It was seconded by Judy Kampwerth and the motion was unanimously approved on a roll call vote.

Librarian's report:

Automatic Door Opener – Jan contacted the city that the automatic doors need repair.

Jan also reported that Diane Holtgrave sent a thank you for the memorial for her sister. The new copy machine is working well. The first property tax installment has been received from the county.

Committee Reports:

Building – Norb Tebbe has been asked to check again concerning the water problem with the doors.

The City Council has been reminded that a replacement for Steve Schmidt is needed for the Library Board.

Unfinished Business:

Grant Application - The president and secretary signed the finished grant application.

New Business: None

Lauri Dougherty made a motion to adjourn the meeting at 8:15 p.m. and it was seconded by Angie Becker . The motion carried with all ayes.

The next meeting is scheduled for October 4, 2011, at 8:00 p.m.

Jean Steinmann, President

Bonnie Holzinger, Secretary

Secretary's Report – October 4, 2011

The meeting was called to order at 7:59 p.m. by President Jean Steinman.

Trustees present:

Lauri Dougherty, Gwen Fischer, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Jean Steinman, and Judy Kampwerth

Trustees absent: Angie Becker

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Secretary's report:

Gwen Fischer made a motion to approve the minutes from the previous meeting and it was seconded by Yvonne Ratermann. The motion was approved.

Treasurer's report:

Lauri Dougherty 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:

ILLSAP'S (Illinois Library System Automation Program) – The members will be voting on which program to implement. Polaris, Circe and New Symphony are being considered.

Committee Reports:

Building – Jean reported that Alderman Norb Tebbe has spoken with Don and Dale. One of them will take care of repairing the door or they will hire someone from the outside. It is the city's responsibility.

Unfinished Business:

Mayor Hilmes does not have a replacement for the Library Board at this time.

New Business:

Carpet Cleaning – The carpet does not appear to need cleaning at this time. Jan will check with the Junior Women's Club concerning the scheduling of story hour because the carpet may need cleaning after that activity.

Gwen Fischer made a motion to adjourn the meeting at 8:10 p.m. and it was seconded by Lauri Dougherty. The motion carried with all ayes.

The next meeting is scheduled for November 1 at 8:00 p.m.

Jean Steinmann, President

Bonnie Holzinger, Secretary

Secretary's Report – November 1, 2011

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Lauri Dougherty, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Jean Steinman, Judy Kampwerth, and Angie Becker

Trustees absent: Gwen Fischer

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Secretary's report:

Judy Kampwerth made a motion to approve the corrected minutes from the previous meeting and it was seconded by Yvonne Ratermann. The correction involved the Illinois Library System Automation Programs to be decided upon which are POLARIS and SIRSIDYNEX Symphony. The motion was approved.

Treasurer's report:

Lauri Dougherty made a motion to approve the Treasurer's Report. It was seconded by Angie Becker and the motion was approved on a roll call vote.

Librarian's report:

A. e-book training – The first e-book training was given to Jan and Diane via the web and speaker phone online. It mainly concerned how to order books. By the end of November the library will be able to order e-books. No bill has been received for the service.

B. New board member – Chris Dixon has been appointed by Mayor Charlie Hilmes. Dixon's membership will be effective for the December meeting.

Because the price of postage stamps is going up in January, Jan asked if she should purchase "Forever" stamps in the amount currently budgeted. Members advised that she do so.

Committee Reports: none

Unfinished Business:

Entrance doors – A representative from the door company came to inspect the doors, both front and back. The front has an oil leak and it will be fixed. City employees will put in new stripping for the doors. Jean will check with Dale.

New Business:

A. Per-Capita Grant money – The grant check in the amount of \$4,142.44 was received.

B. Audit Report – The report for FY ended April 30, 2011, was presented from Mark G. Richter, CPA. Judy Kampwerth made a motion to approve the audit, second by Lauri

LIBRARY PAYROLL

Fax to 526-4693 before noon on Monday

JANIS	<u>8 1/2</u> hrs
DIANE	<u>7 8/2</u> hrs
MARIBETH	<u>22</u> hrs
SHEILA	<u>24</u> hrs

Don Thomas

Dougherty. The motion was approved on a roll-call vote.

Angie Becker made a motion to adjourn the meeting at 8:20 p.m. and it was seconded by Yvonne Ratermann. The motion carried with all ayes.

The next meeting is scheduled for December 6, 2011 at 8:00 p.m.

Jean Steinmann, President

Bonnie Holzinger, Secretary

Secretary's Report – December 6, 2011

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present:

Lauri Dougherty, Bonnie Holzinger, Yvonne Ratermann, Jean Steinman, Angie Becker, and Chris Dixon

Trustees absent: Gwen Fischer, Jim Sprengel, 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.

Treasurer's report:

Angie Becker made a motion to approve the Treasurer's Report. It was seconded by Bonnie Holzinger and the motion was approved on a roll call vote.

Librarian's report:

- A. **eBooks** – The Breese Library went online with ebooks on Wednesday, November 30. All seems to be going well. The first bill of \$750 will cover \$250 for maintenance of the site and \$500 for books. Jan will spread out the purchase of books over a longer period. Twenty-one libraries in the system now have ebooks.
- B. **TIF Joint Review Board** – The city sent a letter informing the board of a TIF meeting on December 20th. The library parking lot was financed through TIF funds.
- C. **Roof Leak** – The roof inside the back door has started leaking. Alderman Norb Tebbe said it will be repaired by Litteken Construction workers but that hasn't happened as yet. Tebbe also said the seals for the doors have arrived but workers have not had the time to install them.

Committee Reports: None

Unfinished Business: Covered in the librarian's report

New Business:

- A. **Chris Dixon** signed the necessary forms to become a trustee of the Breese Public Library.
- B. **Party** – this will be added to next month's agenda.

Bonnie Holzinger made a motion to adjourn the meeting at 8:20 p.m. and it was seconded by Chris Dixon. The motion carried with all ayes.

The next meeting is scheduled for January 3, 2012 at 8:00 p.m.

Jean Steinmann, President

Bonnie Holzinger, Secretary

Secretary's Report – December 4, 2012

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present:

Gwen Fischer, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Jean Steinman, Angie Becker, Chris Dixon, and Cyndi Riley

Trustees absent: Judy Kampwerth

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Secretary's report:

Cyndi Riley made a motion to approve the minutes from the previous meeting and it was seconded by Chris Dixon. The motion was approved.

Treasurer's report:

Bonnie Holzinger made a motion to approve the Treasurer's Report. It was seconded by Gwen Fischer and the motion was approved on a roll call vote.

Librarian's report:

The cassette rack was given to a library patron. Jan had no other business to report.

Committee Reports:

Building & Grounds – Jean told Mayor Hilmes about the stump that needs to be removed from the front of the building, but nothing has been done about it as yet.

Unfinished Business:

- A. Remodeling** – Board members inspected the northeast corner of the building where removal of old reference books revealed apparent problems with the wall. The bookcase which was bolted to the wall has separated and the foundation appears to have sunk in that corner. City personnel will have to inspect and determine what must be done. The water damage in the western bay window on the north side of the building must also be repaired before painting. The remodeling was again tabled until damage can be assessed and corrected.
- B. DSL and U-verse** – Gwen has again attempted to contact AT&T concerning our internet connection, but has not received an answer. We signed a 3 year contract for our T-1 line several months ago.

New Business:

Holiday Hours – After some discussion, Chris Dixon made a motion that the library be closed on Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day: December 24, 25, 31, and January 1. Gwen Fischer seconded the motion and it was approved.

The next meeting will be held **Wednesday, January 2**, at 8:00 p.m.

Chris Dixon made a motion to adjourn the meeting at 8:32 p.m. and it was seconded by Angie Becker. The motion carried with all ayes.

Jean Steinmann, President

Bonnie Holzinger, Secretary

Secretary's Report – November 6, 2012

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present:

Gwen Fischer, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Jean Steinman, and Cyndi Riley

Trustees absent: Judy Kampwerth, Angie Becker, and Chris Dixon

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Cyndi Riley was introduced as a new member of the board.

Secretary's report:

Gwen Fischer made a motion to approve the minutes from the previous meeting and it was seconded by Yvonne Ratermann. The motion was approved.

Treasurer's report:

Bonnie Holzinger made a motion to approve the Treasurer's Report. It was seconded by Gwen Fischer and the motion was approved on a roll call vote.

Librarian's report:

- A. **SHARE Flyers** – Jan provided each board member with the flyer prepared by SHARE listing its members.
- B. **SHARE Fee** – The annual fee is \$7,416 with several options for payment. The Breese Library received a credit of \$955 from fees paid for the Lewis & Clark association. Jean Steinman made a motion to pay the yearly fee of \$7,416 in a lump sum. The motion was seconded by Yvonne Ratermann and was approved on a roll call vote.
- C. **Per Capita Grant** – The grant of \$4,555.27 for Fiscal Year 2012 has been received.
- D. **Father Jack Frerker** – will give a reading of his newest novel on November 14 from 7 to 8 p.m.
- E. **Audio Cassettes** – all audio cassettes have been given to St. Joseph Hospital for their book fair. Jan will see if a library patron wants the rack that held the cassettes.

Committee Reports:

- A. **Building & Grounds** – The city removed the tree on the northwest corner of the building, but the stump is still there. Jean will check with Mayor Hilmes concerning stump removal.

Unfinished Business:

- A. **Remodeling** – Renee Wade Foehner, a professional interior designer, has offered to help with selection of carpet and paint. Bids for painting the library were opened with Eric Mulvin submitting the low bid of \$4,500. The Building Committee of Gwen,

Judy, Chris and Jean with help from Renee will pick paint and carpet. Ken Schonhoff will be asked if he can offer help in getting backs put on the open shelves that are next to the walls. Ken is knowledgeable about materials and workmanship and may know who could do the work of fitting and staining these panels. The consensus is that putting a backing on the shelves will make painting considerably cheaper and easier so all shelves will not have to be emptied for future painting.

New Business:

- A. Audit** – Members of the board were provided with copies of the Audit Report for the Library with the complete audit available at city hall.

The library will be closed on Monday, November 12, 2012, in observance of Veterans' Day.

Gwen Fischer made a motion to adjourn the meeting at 9:12 p.m. and it was seconded by Cyndi Riley. The motion carried with all ayes.

The next meeting is scheduled for December 4, 2012, at 8:00 p.m.

Jean Steinmann, President

Bonnie Holzinger, Secretary

Secretary's Report – October 2, 2012

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present:

Gwen Fischer, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Jean Steinman, Judy Kampwerth, Angie Becker, and Chris Dixon

Trustees absent: Lauri Dougherty

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Secretary's report:

Chris Dixon made a motion to approve the minutes from the previous meeting and it was seconded by Gwen Fischer. The motion was approved.

Treasurer's report:

Yvonne Ratermann 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. Outside door opener** – The automatic door opener is not working. Jan will check with Don Voss and see if something can be checked without calling the door company.
- B. Polaris** – The Polaris system is scheduled to go live April 9.
- C. Story Hour** – Susan Knapp and a few other volunteers will hold story hour starting October 3 for 4-5 year olds on Wednesday and Thursday nights. Two-3 year olds are eligible for Mommy & Me on Wednesday mornings. The programs are open to Breese Public Library card holders.

Committee Reports:

- A. Building and Maintenance** – Jean will talk to Charlie again about the evergreen tree. Diane remembers planting the tree; it is definitely on library property.

Unfinished Business:

- A. Painting** – Jean talked to Interiors on Main and Design Studio about carpet. Carpet squares are available at approximately \$20/square yard. The squares allow worn or stained areas to be replaced. The carpet should be selected before paint colors are decided. The paint will be a two-color palette. Jean will try to set up a special meeting to show carpet samples. Projects of less than ten thousand dollars do not have to be open to public bidding. Paint and carpet were tabled until the next meeting.
- B. T-1 Line and U-verse** – Gwen reported that Jim Astroth asked if U-verse is available for the library internet. Gwen attempted to get information, but her calls have not

been returned. The board signed a 3-year contract for a T-1 line with AT&T very recently.

New Business:

A. Lauri Dougherty resignation – The board accepted Lauri's letter of resignation with thanks for her years of service. The board will seek a new member.

Angie Becker made a motion to adjourn the meeting at 8:38 p.m. and it was seconded by Chris Dixon. The motion carried with all ayes.

The next meeting is scheduled for November 6, 2012, at 8:00 p.m.

Jean Steinmann, President

Bonnie Holzinger, Secretary

Secretary's Report – September 4, 2012

The meeting was called to order at 8:05 p.m. by President Jean Steinman.

Trustees present:

Lauri Dougherty, Gwen Fischer, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Jean Steinman, Judy Kampwerth, and Angie Becker

Trustees absent: Chris Dixon

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Secretary's report:

Jim Sprengel made a motion to approve the minutes from the previous meeting and it was seconded by Yvonne Ratermann. The motion was approved.

Treasurer's report:

Lauri Dougherty 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. **Circulation Desk Computer** – A new computer has been purchased for the check out desk and the necessary programs installed. However, the old scanner is not compatible and a new scanner must be purchased. Gwen Fischer made a motion to purchase a new scanner and it was seconded by Jim Sprengel. The motion was passed on a roll call vote.
- B. **Microfilm computer** - The computer that operates the microfilm printer is beyond repair. Angie Becker made a motion to authorize Jan to contact Jim Astroth and spend up to \$500 for a computer to replace the microfilm computer. Lauri Dougherty seconded the motion and it was passed on a roll call vote.
- C. **Gift Cards** – Jan showed sample internet time gift cards that had been prepared by Judy Schrage. Jim Sprengel made a motion to have gift cards for internet use printed. Gwen Fischer seconded the motion and it was approved.

Committee Reports:

Building & Grounds Committee – Jean reported on the conversation with Mayor Hilmes concerning maintenance issues:

The city employees will **power wash the library building and clean the gutters** when the employees have time. The city will set up a maintenance contract with Kohnen Heating and Air Conditioning for the **a/c unit**.

If a **tree** on city property is a problem, the city will cut it down; employees do not trim trees. The board does not want the deciduous tree cut down. The **evergreen tree** on the property line with Beyond the Garden Gate has grown too big. If the tree is on library property, we

want the tree removed because it rubs against the building and covers the sidewalk. Jean will check with city hall concerning the property line.

The city does not have the funds for **painting the interior** of the library. The board decided to ask for city assistance in getting bids for painting and the library will pay for it. The **carpets** will be cleaned after painting.

The **bike rack** works for smaller bicycles if they are put completely into the rack.

Unfinished Business:

- A. **Per Capita Grant** – The board discussed collaboration & cooperation, library promotion and programming, and supplemental tax funding for Illinois Public Libraries for the per capita grant requirements.

New Business:

- A. **Volunteer Worker** – Jan informed the board that Jolanda Durbin of St. Rose wishes to volunteer at the library. Ms. Durbin has a degree in library science from the University of Denver and has volunteered at several libraries and would be assisting for a month.

Gwen Fischer made a motion to adjourn the meeting at 8:57 p.m. and it was seconded by Lauri Dougherty. The motion carried with all ayes.

The next meeting is scheduled for October 2, 2012 at 8:00 p.m.

Jean Steinmann, President

Bonnie Holzinger, Secretary

Secretary's Report – August 7, 2012

The meeting was called to order at 8:04 p.m. by President Jean Steinman.

Trustees present: Gwen Fischer, Bonnie Holzinger, Yvonne Ratermann, Jean Steinman, Judy Kampwerth, Angie Becker, and Chris Dixon

Trustees absent: Lauri Dougherty and Jim Sprengel

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Secretary's report:

Gwen Fischer made a motion to approve the minutes from the previous meeting and it was seconded by Chris Dixon. The motion was approved.

Treasurer's report:

Judy Kampwerth made a motion to approve the Treasurer's Report. It was seconded by Yvonne Ratermann and the motion was approved on a roll call vote.

Librarian's report:

The Summer Reading Program went well. If the *Breese Journal* does not print the submitted pictures this week, Jan will contact them.

Committee Reports:

Committee Assignments – These have not been updated since Chris Dixon joined the board. New lists will be prepared by Jan with Chris replacing Steve Schmidt on Book and Building & Grounds and Jean being added to all committees.

Building – Several people have commented on the need for maintenance of the grounds and building: weeds, power washing, tree trimming, gutters, paint and carpet. Jean will talk to Norb Tebbe about city employees doing the outside work and getting bids for painting of the interior. The committee discussed the necessity of closing the library in order to paint. Also, the carpets will be cleaned after painting. Because of problems with carpet buckling after cleaning, dry cleaning of the carpets will be considered.

Open House – The Open House went very well. The Board expressed thanks to Gwen and Jean for all their hard work and organization. Thank you notes will be sent to Logos & More, Super Valu, and Duane Grapperhaus.

Unfinished Business:

- A. **Book Page** – The library received 2 months' subscription as a free trial. The standard rate is 50 copies for \$25 with a one year subscription rate of \$282.

Gwen made a motion to order the handout for one year. Yvonne seconded the motion. Motion carried.

- B. **T-1 Line Renewal Contract** – After a great deal of discussion involving prices and the \$2,000 plus bill that would be owed to AT&T if we did not renew our contract, the board decided to renew the T-1 Line contract for 3 years. If a new computer at the check-out desk does not correct sluggish connections, the problem may require an additional line. We will see what happens with a new computer. Chris Dixon made a motion to renew the T-1 Line Contract with AT&T for 3 years. Gwen Fischer seconded the motion. On a roll-call vote, the motion carried.
- C. **Per Capita Grant** – Elements of the grant application were discussed. Jan will continue to work on completion of the forms.

New Business:

- A. **New Computer** – The circulation desk computer is old and slow. The hope is that a new computer will take care of the problems with slow connections and downloads. Angie Becker made a motion to authorize Jan to contact Jim Astroth and spend up to \$750 for a new computer for the circulation desk. Chris Dixon seconded the motion and it was approved on a roll call vote.

Gwen Fischer made a motion to adjourn the meeting at 9:10 p.m. and it was seconded by Chris Dixon. The motion carried with all ayes.

The next meeting is scheduled for September 4, 2012 at 8:00 p.m.

Jean Steinmann, President

Bonnie Holzinger, Secretary

Secretary's Report – July 3, 2012

The meeting was called to order at 8:04 p.m. by President Jean Steinman.

Trustees present:

Lauri Dougherty, Gwen Fischer, Bonnie Holzinger, Yvonne Ratermann, Jean Steinman, and Judy Kampwerth

Trustees absent: Jim Sprengel, Angie Becker and Chris Dixon

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.

Treasurer's report:

Gwen Fischer 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. **Air Conditioner** – The air conditioner required repair and Kohnen Heating and Air Conditioning of Germantown was called because that firm installed the ac. The unit required a new belt, Freon and cleaning. The bill for \$232.22 will be sent to the city to find out if the city will make payment. Jean will check with the city to determine if city employees could maintain the unit and who would be responsible for a scheduled maintenance contract if one were made with Kohnen?
- B. **Summer Reading Program** – The program is going well. This Friday "Science Is Delicious" is scheduled. Usually 35 – 40 children participate.

Committee Reports: none

Unfinished Business:

- A. **50th Anniversary** – The July 22 Open House plans are coming together. Yvonne will contact members about baking the cookies. Board members will bring trays. One book bag will be given to each family attending the open house. Invitations will be prepared by Yvonne – postcard type. Besides the area libraries, invitations will be sent to the mayor and aldermen and notices will be placed in church bulletins and the *Breese Journal*. Gwen showed various supplies she had picked up, and she purchased a Kindle for the attendance prize. Duane Grapperhaus will provide music for the afternoon.

New Business:

- A. **Oath of Office** – Bonnie, Yvonne, Judy and Jean all signed the necessary form for the next 3 years.
- B. **FY2013 ILLINET/OCLC Renewal Agreement** – This is the agreement that allows Breese Public Library patrons to borrow books from college libraries and other libraries at a cost of \$689 per year. This past year BPL has sent out 400 books through this agreement and received over 300. Judy Kampwerth made a motion to renew this agreement and it was seconded by Gwen Fischer. The motion was carried on a roll call vote.
- C. **Charter vs. T-1 Line** – Internet access for the library is provided by a T-1 line through AT&T, but the service is slow and getting worse. Jan, through Jim Astroth, contacted Don Mollett concerning an additional T-1 line and cost analysis. Charter was also contacted and prices seemed to favor Charter. Gwen mentioned a T-3 line through AT&T. Jan will check with AT&T about a T-3 line and do a cost analysis. The item was tabled until the next meeting.

The bike rack has been ordered but it will come through a different company because the item discussed last month could not be picked up in St. Louis and the shipping rate from Kansas City made the cost unacceptable.

Jan received a month's supply of *BookPage* handouts to be given to library patrons. This batch was free, but a decision must be made concerning how many we want. Cost was not given.

Executive Session:

Lauri Dougherty made a motion at 9:10 p.m. to go to Executive Session to discuss pay raises for the library staff. Gwen Fischer seconded the motion. Gwen Fischer made a motion to leave Executive Session at 9:30 p.m. and it was seconded by Yvonne Ratermann. After considerable discussion Lauri Dougherty made a motion to provide a pay raise of \$.50 per hour for all 4 library staff members. Judy Kampwerth seconded the motion. On a roll call vote, the motion passed unanimously.

Gwen Fischer made a motion to adjourn the meeting at 9:35 p.m. and it was seconded by Judy Kampwerth. The motion carried with all ayes.

The next meeting is scheduled for August 7, 2012, at 8:00 p.m.

Jean Steinmann, President

Bonnie Holzinger, Secretary

Secretary's Report – June 5, 2012

The meeting was called to order at 8:10 p.m. by President Jean Steinman.

Trustees present:

Lauri Dougherty, Gwen Fischer, Bonnie Holzinger, Yvonne Ratermann, Jean Steinman, Judy Kampwerth and Chris Dixon

Trustees absent: Jim Sprengel and Angie Becker

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Secretary's report:

Gwen Fischer made a motion to approve the minutes from the previous meeting and it was seconded by Chris Dixon. The motion was approved.

Treasurer's report:

Lauri Dougherty made a motion to approve the Treasurer's Report. It was seconded by Yvonne Ratermann and the motion was approved on a roll call vote.

Librarian's report:

Jan will begin to add e-books to the monthly totals. The total book distribution is down. The librarians are getting ready for the summer program "Reading Is Delicious."

Committee Reports:

Centennial Celebration – July 22, 2012 – noon to 2:00 p.m. – Jean and Gwen reported that 250 green and white book bags with a library logo will be ordered from Logos & More for approximately \$500. Cookies and lemonade will be served at the open house.

Unfinished Business:

- A. **Bicycle Rack** – Racks are not available from state surplus. Jean had a catalogue with several styles. After some discussion concerning shipping and delivery, Chris Dixon made a motion to purchase a bike rack from Upbeat Site Furnishings in St. Louis. Lauri Dougherty seconded the motion. The motion was approved on a roll call vote.
- B. **IPLAR (Annual Report)** – The annual report is finished and President Jean Steinman and Secretary Bonnie Holzinger signed it for submission.

New Business:

- A. **Non-Resident Fee** – Bonnie Holzinger made a motion that for the year beginning July 1, 2012, and ending June 30, 2013, the Breese Public Library will participate in the Non-Resident Card Program with the fee being \$80.00 per year. Chris Dixon seconded the motion. It was approved.

B. Per-Capita Grant Requirements – FY2013 requirements were given to board members.

C. New Computer – A new computer is needed. Jim Astroth has been trying to keep the old computer working, but it just cannot be repaired. Gwin Fischer made a motion to give Jan the authority to purchase a new computer with the price not to exceed \$500. Chris Dixon seconded the motion and it was approved on a roll call vote.

Jan will check on a handout from the Columbia, Illinois, library.

Judy Kampwerth made a motion to adjourn the meeting at 8:40 p.m. and it was seconded by Yvonne Ratermann. The motion carried with all ayes.

The next meeting is scheduled for July 3, 2012 at 8:00 p.m.

Jean Steinmann, President

Bonnie Holzinger, Secretary

Secretary's Report – May 1, 2012

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present:

Lauri Dougherty, Bonnie Holzinger, Yvonne Ratermann, Jean Steinman, Angie Becker, and Chris Dixon

Trustees absent: Gwen Fischer, Jim Sprengel, 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 Chris Dixon. The motion was approved.

Treasurer's report:

Bonnie Holzinger made a motion to approve the Treasurer's Report. It was seconded by Angie Becker and the motion was approved on a roll call vote.

Librarian's report:

- A. **SHARE Membership Agreement** – (Sharing Heartland Available Resources Equally) Jan has signed the membership agreement for the association that replaces GATENET.
- B. **Letter from Board of Review** - The Clinton County Board of Review sent a letter to all affected bodies concerning a complaint with the county assessment by Topmost. The letter was received after the deadline for comment. No action was necessary.

Committee Reports:

Finance –

- A. **Budget** – Lauri prepared a budget for FYI 2012-2013 using last year's budget as a base. Two percent was added to Salaries and Meeting & Mileage, 4% to Utilities, and 10% to Summer Programs with a total budget of \$200,529.00. Last year's budget was \$198,304.00. Yvonne Raterman made a motion to approve the new budget. It was seconded by Chris Dixon and approved on a roll call vote with all ayes.
- B. **CD** – Jean reported that the money from the certificate of deposit that matured has been placed in the savings account because the rate of interest is so low for the CD.

Unfinished Business:

Centennial – The committee will decide on the book bag to be ordered. They will also determine the date but Sunday, July 22, 2012, is targeted. An open house will be held from Noon to 2 p.m. and cookies and punch will be served. Board members will bake the cookies under the supervision of Yvonne and Jean who both have certification for food preparation.

Area librarians will be notified and publicity will be handled through Yvonne's list of sources. Both the city and library web sites will announce the event.

New Business:

- A. Election of Officers** – The slate of officers was elected by acclimation:
 - Jean Steinman – president
 - Angie Becker – vice president
 - Bonnie Holzinger – secretary
 - Judy Kampwerth – treasurer
- B. Bike Rack** – The bicycle rack in front of the library is in terrible condition. Jean will check with Tim Schleper about acquiring a new rack through the state's surplus warehouse.
- C. IPLAR** – (Illinois Public Library Annual Report) – Jan is working on this and it should be ready by its due date.

Jean reported that Alderman Norb Tebbe who acts as the liason between the city and the Library Board has been hospitalized. He is doing ok as of today according to Mayor Hilmes.

Chris Dixon made a motion to adjourn the meeting at 8:39 p.m. and it was seconded by Lauri Dougherty. The motion carried with all ayes.

The next meeting is scheduled for June 5 at 8:00 p.m.

Jean Steinmann, President

Bonnie Holzinger, Secretary

Secretary's Report – March 6, 2012

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present:

Lauri Dougherty, Gwen Fischer, Bonnie Holzinger, Yvonne Ratermann, Jean Steinman, Judy Kampwerth, Angie Becker, and Chris Dixon

Trustees absent: Jim Sprengel

Neither Librarian Jan Thomas nor Assistant Librarian Diane Holtgrave was able to attend.

A quorum was established and the agenda was approved.

Secretary's report:

Bonnie Holzinger made a motion to approve the minutes from the previous meeting and it was seconded by Judy Kampwerth. The motion was approved.

Treasurer's report:

Lauri Dougherty made a motion to approve the Treasurer's Report. It was seconded by Gwen Fischer and the motion was approved on a roll call vote.

Librarian's report: (by Jean Steinman)

- A. **Per Capita Grant** – The grant of \$4,555.27 has been received from the state.
- B. **50th Anniversary** – The Breese Public Library was established in 1962. Something should be done to mark the 50th anniversary. Mayor Hilmes suggested an essay contest, but board members thought there would not be much participation. Suggestions included a logo contest and/or open house possibly at the end of July because of the summer reading program. Yvonne will check with Jim Roeckman to see what Case-Halstead did for their anniversary. Board members will consider options and discuss at the next meeting.

Committee Reports: No reports

Unfinished Business:

- A. **e-book training** – Angie Becker has been in contact with Lisa Rivera and both are trying to set this up.
- B. **Open Meetings Act** – Reminder to board members to complete the online training and hand in their certificates to Jan. Also, Mayor Hilmes sent a letter to all members and asked that a copy of the certificate be given to City Clerk Bob Venhaus as well. Some members have reported difficulty with the site "freezing" and information will be e-mailed to members concerning how to fix that problem

New Business:

- A. Alley** – Jean will check with Mayor Hilmes concerning the pot holes in the alley behind the library. Alleys are the responsibility of the property owners, not the city but the library parking lot is accessed through the alley and it is in terrible condition.

Angie Becker made a motion to adjourn the meeting at 8:15 p.m. and it was seconded by Lauri Dougherty. The motion carried with all ayes.

The next meeting is scheduled for April 3, 2012 at 8:00 p.m.

Jean Steinmann, President

Bonnie Holzinger, Secretary

Secretary's Report – February 8, 2012

The meeting was called to order at 8:04 p.m. by President Jean Steinman.

Trustees present:

Angie Becker, Gwen Fischer, Judy Kampwerth, Yvonne Ratermann, and Jean Steinman.

Trustees absent: Chris Dixon, Lauri Dougherty, Bonnie Holzinger, and Jim Sprengel

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Secretary's report:

Gwen Fischer made a motion to approve the minutes from the previous meeting and it was seconded by Judy Kampwerth. The motion was approved.

Treasurer's report:

Yvonne Ratermann made a motion to approve the Treasurer's Report and it was seconded by Judy Kampwerth. The motion was approved on a roll call vote.

Librarian's report:

Jan Thomas reported that a new automation program was selected by the library system. The program is called Polaris and the implementation date is still pending.

Committee Reports: nothing to report

Unfinished Business:

- A. Library Board Party – a date has yet to be determined. Jean Steinman and Yvonne Ratermann will check on possible dates in May and report back at the next meeting.
- B. E-Book Training – Lauri Dougherty provided some information to Jean Steinman prior to the meeting and said she had talked to an instructor at Kaskaskia Junior College who agreed to hold a training session but those who attended would be charged a fee.
Angie Becker said that she knew of someone who would volunteer to assist patrons with setting up their E-Books to access the Library system. She will find out what dates and times this person would be available for a training session and report back to Jan.
- C. Open Meetings Act – Jan reminded the board members that they needed to complete the OMA training and provide her with a printout of their completion confirmation.

New Business:

- A. Jan informed the board that 2012 is the 50th Anniversary of the Breese Public Library. She asked if the board wanted to hold an open house or have some other

form of recognition. The board discussed briefly and decided to table until the next meeting.

Angie Becker made a motion to adjourn the meeting at 8:20 p.m. and it was seconded by Yvonne Ratermann. The motion carried with all ayes.

The next meeting is scheduled for March 6, 2012, at 8:00 p.m.

Jean Steinmann, President

Gwen Fischer, for Secretary

Secretary's Report – January 3, 2012

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present:

Lauri Dougherty, Gwen Fischer, Bonnie Holzinger, Yvonne Ratermann, Jean Steinman, Judy Kampwerth, Angie Becker, and Chris Dixon

Trustees absent: Jim Sprengel

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Secretary's report:

Gwen Fischer made a motion to approve the minutes from the previous meeting and it was seconded by Lauri Dougherty. The motion was approved.

Treasurer's report:

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. The roof and doors have been repaired.
- B. Jan would like to find someone to demonstrate the various e-book devices because library patrons have questions, and the librarians do not know the numerous devices. Lauri said she would check if someone might be available through Kaskaskia Community College to offer instruction to the patrons.

Committee Reports: none

Unfinished Business: none

New Business:

- A. Accumulated excess sick leave – Jan had forms prepared to authorize pay for the sick leave hours over 240. Jan had a total of 311.5 hours of sick leave therefore 71.5 in excess and Diane had 310 hours, 70 in excess. They are paid ½ their hourly rate for excess sick leave. President Jean Steinman and Treasurer Judy Kampwerth signed the forms
- B. Open Meetings Act – A new Illinois law requires that every Library Board trustee must take training. This training will be done online. Present members have one year to fulfill the obligation. Jan gave members the web site to complete this requirement.
 - Gwen had read that a new law was enacted involving the treasurer, but Jan had not received any information concerning that. Until word is received from the library system, no action is required.

- C. Board Party – Jean and Yvonne will check on Saturday and Sunday dates available for April.

Lauri Dougherty made a motion to adjourn the meeting at 8:19 p.m. and it was seconded by Gwen Fischer. The motion carried with all ayes.

The next meeting is scheduled for February 7, 2012, at 8:00 p.m.

Jean Steinmann, President

Bonnie Holzinger, Secretary

Secretary's Report – December 3, 2013

The meeting was called to order at 8:05 p.m. by President Jean Steinman.

Trustees present: Chris Dixon, Gwen Fischer, Bonnie Holzinger, Judy Kampwerth, Yvonne Ratermann, Cyndi Riley, Jim Sprengel, and Jean Steinman

Trustees absent: Angie Becker

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

A quorum was established and the agenda was approved.

Secretary's report:

Bonnie Holzinger made a motion to approve the minutes from the previous meeting and it was seconded by Chris Dixon. The motion was approved.

Treasurer's report:

Chris Dixon made a motion to approve the Treasurer's Report. It was seconded by Gwen Fischer and the motion was approved on a roll call vote.

Librarian's report:

- A. Property Taxes** – Jan Thomas reported that the library received the 2nd installment of property taxes in the amount of \$61,608.75.

Committee Reports:

Building:

- The Design Studio submitted a revised paint schedule for the library after meeting with painter Eric Mulvin.
- Jean Steinman reported that Don Voss will block off parking spaces on the back parking lot for the storage pod that will be used to store the books during the remodel.
- Jim Astroff will disconnect the computers prior to December 9th so they can be stored offsite.
- Jean said Don Voss received a bid from Dennis Detmer for the desks in the librarians' office which she shared with the board. The board decided to entertain bids from others since the bid was higher than anticipated and also due to a 5-6 month delay in completion of the desk.
- Jean informed the board that the order for the 24 chairs from Egyptian Business Furniture was faxed on November 25, 2013. The expected delivery date on the chairs is January 15, 2014.
- The board had a discussion on lining up volunteers to assist with boxing up and moving books into the storage pod prior to the remodel and then also moving all of the boxes from the pod back into the library to be unpacked and placed back on the bookcases. The Mater Dei and Central High School football teams volunteered their services to assist with packing and unpacking the books.

- The board discussed purchasing task chairs for the librarians' office. Chris Dixon made a motion for the librarians to purchase two reasonably priced task chairs for their office. The motion was approved on a roll call vote.

Unfinished Business:

- A. **Audit Report** – the board reviewed the audit report from Mark G. Richter, CPA, for year ending April 30, 2013. There were no questions concerning the report.

New Business:

- A. **Water** – Gwen Fischer reported that she had contacted Wade Sales and Service regarding a water cooler rental for the library since the existing water fountain was removed because it was not ADA compliant. She shared with the board the monthly lease rates for the unit and water jugs. After a short discussion the board decided to table this until the next meeting

Chris Dixon made a motion to adjourn the meeting at 8:59 p.m. and it was seconded by Bonnie Holzinger. The motion carried with all ayes.

The next meeting is scheduled for Tuesday, January 7, 2014 at 8:00 p.m.

Jean Steinmann, President

Gwen Fischer, Secretary

Secretary's Report – November 5, 2013

The meeting was called to order at 8:09 p.m. by President Jean Steinman.

Trustees present: Angie Becker, Gwen Fischer, Bonnie Holzinger, Judy Kampwerth, Yvonne Ratermann, Cyndi Riley, Jim Sprengel, and Jean Steinman

Trustees absent: Chris Dixon

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

A quorum was established and the agenda was approved.

Secretary's report:

Bonnie Holzinger made a motion to approve the minutes from the previous meeting and it was seconded by Judy Kampwerth. The motion was approved.

Treasurer's report:

Angie Becker made a motion to approve the Treasurer's Report. It was seconded by Cyndi Riley and the motion was approved on a roll call vote.

Librarian's report:

A. 3M Cloud Training & Annual Fee – Jan Thomas told the board that she would be attending a 3M Cloud training class at the Fairview Heights library on November 7, 2013. She said the start date of the 3M cloud system for E-Books will be November 18, 2013. Patrons will be able to order books by selecting the 3M Cloud link on the Breese Library website. The total annual fee for the Breese Library will be \$469.36. This is calculated as follows:

- a Base Fee of \$250
- plus a Population Fee of \$100 for a Population of 4,442
- plus a collection budget of \$132.73 (0.5% of \$23,871 collection budget)

WorldShare ILL Training – Jan said that Diane Holtgrave completed the online training for borrowing books on November 4, 2013 and will complete the online training for lending books on November 19, 2013. The WorldShare ILL system is replacing the OCLC (Online Computer Library Center) system. The librarians will use WorldShare when they cannot find titles in IHLS (Illinois Heartland Library System).

Committee Reports:

Building:

A. Jean Steinman made a motion to accept a bid from Rehkemper Construction Co., Inc. in the amount of \$65,612.44 for the remodel of the library. Bonnie Holzinger seconded the motion and it was approved on a roll call vote.

The bid included the following:

- a base bid for removal and disposal of existing carpet and vinyl base
- installation of new carpet and vinyl base throughout the main library & children's library
- new ceramic flooring installation wherever vinyl base was removed

- painting of interior walls and metal door frames
- moving and relocating bookcases and other furniture
- Alternate #2 (ceramic base to match ceramic flooring in bathrooms and study rooms)
- Alternate #3 (walk off mat in vestibules).

Angie Becker made a motion to purchase 24 chairs from Egyptian Business Furniture. Cyndi Riley seconded the motion. The motion was approved on a roll call vote.

The library will be closed during remodeling from Saturday, December 7th through Wednesday, December 25th and will reopen at 10 a.m. on Thursday, December 26th.

Unfinished Business:

- A. **AT&T vs. Charter** – The Board had a lengthy discussion to determine if they should keep the library's phone and internet service with AT&T or switch to Charter. The board compared prices and features currently offered by both. Jean Steinman made a motion to select Charter as the library's provider for phone and internet service. The motion was seconded by Angie Becker and passed on a roll call vote.

New Business:

- A. **Bid Proposal** – Jan Thomas gave the Board members a copy of the Audit Report for Year Ended April 30, 2013 prepared by Mark G. Richter, CPA. It will be reviewed at the next Board meeting.

Gwen Fischer made a motion to adjourn the meeting at 10:03 p.m. and it was seconded by Bonnie Holzinger. The motion carried with all ayes.

The next meeting is scheduled for Tuesday, December 3, 2013 at 8:00 p.m.

Jean Steinmann, President

Gwen Fischer, Secretary

Secretary's Report – October 1, 2013

The meeting was called to order at 8:03 p.m. by President Jean Steinman.

Trustees present: Angie Becker, Chris Dixon, Gwen Fischer, Bonnie Holzinger, Judy Kampwerth, Yvonne Ratermann, Cyndi Riley, and Jean Steinman

Trustees absent: Jim Sprengel

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

A quorum was established and the agenda was approved.

Secretary's report:

Bonnie Holzinger made a motion to approve the minutes from the previous meeting and it was seconded by Cyndi Riley. The motion was approved.

Treasurer's report:

Chris Dixon 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. **Clinton County Health Department** – Jan said that she received a request from the Clinton County Health Department to use the library for a meeting on October 29th from 6-7PM. They want to answer any questions patrons have regarding the new Healthcare Act. The board approved the request.
- B. **AT&T vs. Charter** – Gwen Fischer reported that she contacted the AT&T account manager for the library regarding the current CompleteLink® Plan that expired. The library is currently being billed a Month-to-Month rate until a new contract is signed. Gwen said she just received contract information from the account manager for two different business plans shortly before the meeting and had not had time to review it. She will follow-up with the account manager to get specifics regarding each contract and report back at the next meeting. Jan said that Jim Astroth and Brandon Richter told her they would like the board members to consider switching the library's internet service, main line and FAX line from AT&T to Charter. They said that Charter offers faster internet service. After some discussion the board tabled the request until the next meeting.

Committee Reports:

None

Unfinished Business:

- A. **Upgrade computers** - Jan said that Jim Astroth upgraded the librarian's laptop with Windows 7 but held off upgrading the desktop because it might be more economical to buy a new computer. The board will discuss further after determining the library's

internet provider.

New Business:

- A. Bid Proposal** - Jean Steinman shared the bid sheet that Don Voss prepared for the library's remodel. The board members reviewed in detail and made a few modifications. Jean will share the updates with Don Voss. The bid will be published in *The Breese Journal* in the October 9th edition. A Pre-Bid meeting will be held at the Library on October 22nd at 7:00 p.m. A Public Bid opening will be held at the library on November 5th at 7:30 p.m. Bids may be returned to City Hall prior to Bid Opening or held until Bid Opening. Bids will not be accepted after 7:30 p.m. on November 5, 2013.

Bonnie Holzinger made a motion to adjourn the meeting at 9:21 p.m. and it was seconded by Angie Becker. The motion carried with all ayes.

The next meeting is scheduled for Tuesday, November 5, 2013 at 8:00 p.m.

Jean Steinmann, President

Gwen Fischer, Secretary

Secretary's Report – September 3, 2013

The meeting was called to order at 8:06 p.m. by President Jean Steinman.

Trustees present: Angie Becker, Chris Dixon, Gwen Fischer, Bonnie Holzinger, Judy Kampwerth, Yvonne Ratermann, Cyndi Riley, Jim Sprengel, and Jean Steinman

Trustees absent: none

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Secretary's report:

Bonnie Holzinger made a motion to approve the minutes from the previous meeting and it was seconded by Chris Dixon. The motion was approved.

Treasurer's report:

Chris Dixon 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. **Computers (office)** – Jan Thomas told the board that they were having some issues with the desktop and laptop computers in the office. She had talked to Jim Astroth and he said they both needed to be upgraded from Windows XP to Windows 7. He told her it would cost approximately \$200 per computer for the upgrade. After a brief discussion by the board members, Chris Dixon made a motion to upgrade both the desktop and laptop computers to Windows 7 at a total approximate cost of \$400. The motion was seconded by Yvonne Ratermann and approved on a roll call vote with all ayes. Jan will contact Jim Astroth to schedule the upgrades.
- B. **Tree stump removal** – Jan asked if any of the trustees had heard from city hall regarding the removal of the tree stump on the west side of the library. None of them had heard anything so Jean Steinman offered to contact Don Voss to see if this can be addressed.

Committee Reports:

Building: Gwen Fischer reported that the Building Committee held a meeting prior to the Library Board meeting on September 3, 2013 at 7:00 p.m. regarding the library remodel. Gwen, Jean, and Angie Becker visited the display room at Egyptian Furniture Supply in Belleville on August 26th to look for new chairs to replace the existing patron chairs. They selected a chair that they had delivered to the library to show the librarians and other board members. Everyone agreed it was a good choice and a fabric sample was also selected. Gwen met with GERALYN from the Design Studio prior to the Building Committee meeting to map out the Phases involved in the carpet tear-out, painting and carpet installation. It may take up to 6 phases if the board decides to go with a phased approach.

The Building Committee weighed the pros and cons of a phased approach while remaining open versus closing the library for several weeks to complete the entire job before reopening. Jean will contact Tim Schleper at City Hall to see if the Building Committee can set up a meeting with him to discuss the bid-letting process. This is needed to get some additional information before the Building Committee decides to move forward with the phased approach or the complete tear-out/install approach.

Gwen reported that she received an estimate from Ken Schoenhoff for placing melamine or wooden backs on all of the existing bookcases mounted to the exterior walls. The bid was quite a bit higher than the board had anticipated and after some discussion it was decided that instead of installing backs on the bookcases, we would have the walls behind the bookcases painted since the bookcases will need to be removed anyway for the carpet tear-out/install.

Unfinished Business:

- A. **Per Capita Grant** – the trustees watched a mandatory Webinar on Environmental Scanning prior to completing questions on the Per Capita Grant. The questions pertained to the library's strengths, weaknesses, opportunities, and threats. Jan will submit the completed grant to the Illinois State Library.

New Business:

- A. **None.**

Gwen Fischer made a motion to adjourn the meeting at 8:50 p.m. and it was seconded by Bonnie Holzinger. The motion carried with all ayes.

The next meeting is scheduled for Tuesday, October 1, 2013 at 8:00 p.m.

Jean Steinmann, President

Gwen Fischer, Secretary

Secretary's Report – August 6, 2013

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Angie Becker, Chris Dixon, Gwen Fischer, Bonnie Holzinger, Judy Kampwerth, Yvonne Ratermann, Cyndi Riley, Jim Sprengel, and Jean Steinman

Trustees absent: none

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

A quorum was established and the agenda was approved.

Secretary's report:

Bonnie Holzinger made a motion to approve the minutes from the previous meeting and it was seconded by Chris Dixon. The motion was approved.

Treasurer's report:

Judy Kampwerth made a motion to approve the Treasurer's Report. It was seconded by Yvonne Ratermann and the motion was approved on a roll call vote.

Librarian's report:

- A. **Summer Reading Program** – Jan Thomas reported that the Summer Reading Program completed and the children had a great time.
- B. **Appropriations Ordinance** – Jan said that Bob Venhaus sent over Ordinance #1288 for the city and library (fiscal year May 1, 2013 to April 30, 2014).
- C. **3-M Cloud E-Book Grant** – Jan said there was no update on the grant information. She told the board that there were glitches when patrons were ordering books online. The system was not sending books from the closest library and it was taking longer for the books to be delivered. She said the system only allows patrons to select a title and does not allow them to query a specific library's inventory. The system is working on correcting the problem.

Committee Reports:

Building: Gwen Fischer reported that the Building Committee held a meeting prior to the Library Board meeting on August 6, 2013 regarding the library remodel. Gwen showed the committee several boards with carpet, paint, countertop and chair fabric samples that GERALYN Albers from The Design Studio prepared. The committee decided to go with Option 1 (neutral color schemes). After some discussion, it was decided that the committee would visit Egyptian Furniture in Belleville to look at new chairs for the library. Gwen will schedule an appointment and contact the committee members. Gwen is still waiting for Melinda Huels to provide an estimate on re-upholstering the existing chairs. Gwen will also contact Ken Schoenhoff about getting an estimate on placing backs on the existing bookcases.

Unfinished Business:

- A. Per Capita Grant** – Jan said there is a Webinar the trustees have to watch and then answer questions regarding strengths, weaknesses and future needs of patrons. The Webinar needs to be completed by October 15, 2013.

New Business:

- A. Roof Leak** – The board asked if the roof leak was repaired and Jan wasn't sure if the city employees fixed it because she didn't recall seeing anyone there during library hours. Debbie Koetting said she would check into this.

Bonnie Holzinger made a motion to adjourn the meeting at 8:34 p.m. and it was seconded by Chris Dixon. The motion carried with all ayes.

The next meeting is scheduled for Tuesday, September 3, 2013 at 8:00 p.m.

Jean Steinmann, President

Gwen Fischer, Secretary

Secretary's Report – July 2, 2013

The meeting was called to order at 8:05 p.m. by President Jean Steinman.

Trustees present:

Chris Dixon, Gwen Fischer, Bonnie Holzinger, Judy Kampwerth, Yvonne Ratermann, Cyndi Riley, Jim Sprengel, and Jean Steinman

Trustees absent: Angie Becker

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Secretary's report:

Bonnie Holzinger made a motion to approve the minutes from the previous meeting and it was seconded by Yvonne Ratermann. The motion was approved.

Treasurer's report:

Gwen Fischer made a motion to approve the Treasurer's Report. It was seconded by Chris Dixon and the motion was approved on a roll call vote.

Librarian's report:

- A. **Summer Reading Program** – Jan Thomas reported that there were 50 children signed up for the summer reading program that runs for four Friday's in July. This year's theme is "Have Book Will Travel".
- B. **Tech Electronics Bill** – Jan also reported that she called about the bill from Tech Electronics to see if it was covered by the library's maintenance contract and was told that it was not.
- C. **3-M Cloud E-Book Grant** – Jan said that the E-Book Grant might not be ready until the November-December 2013 timeframe. She recently renewed Overdrive for E-Books.

Committee Reports:

Building: Gwen Fischer reported that the Building Committee held a meeting prior to the Library Board meeting on July 2, 2013 regarding the library remodel. They reviewed various carpet tiles and countertop samples from The Design Studio and also a carpet tile catalog from Interiors. They ended up selecting a carpet tile from The Design Studio. Gwen will contact Geralyn at The Design Studio to inform her that the board made a decision on the carpet. She will also get additional countertop and paint samples and then set up another meeting with the building committee to review.

Unfinished Business:

- A. Jan said that the roof was leaking again by the front entrance door and also the west front bay window. She said there were tiles by the front door that are also damaged from the water leak. She said the city employees just recently patched the roof after the last heavy rainstorm. She contacted City Hall to ask them to take another look and see what repairs are necessary. The board discussed if the tiles by the front and back entrances should be replaced with epoxy, which might be more durable in case there are additional water leaks. This will be discussed further at the next Building Committee meeting.

New Business:

- A. **Oath of Office:** Jan reported that she needed signatures on Jean Steinman and Angie Becker's Oath of Office renewal. Jean signed her oath the night of the meeting and Jan will have Angie sign her form the next time she comes into the library.
- B. **Open Meetings Act** – Jan said that Gwen Fischer and Jim Sprengel need to complete the Open Meetings Act training. Gwen thought she had already taken the training last year but will contact City Hall to see if they have a record on file of her completion and also Jim's.

Executive Session:

Bonnie Holzinger made a motion at 8:45 p.m. to go into Executive Session to discuss pay raises for the library staff. Chris Dixon seconded the motion. Cyndi Riley made a motion to leave Executive Session at 9:04 p.m. and it was seconded by Yvonne Ratermann. After considerable discussion Chris Dixon made a motion to provide a pay raise of 2.5% for Jan Thomas, Diane Holtgrave, Maribeth Rogers, and Sheila Meier. Cindy Riley seconded the motion. The motion passed on a roll call vote of all ayes.

Gwen Fischer made a motion to adjourn the meeting at 9:09 p.m. and it was seconded by Bonnie Holzinger. The motion carried with all ayes.

The next meeting is scheduled for Tuesday, August 6, 2013 at 8:00 p.m.

Jean Steinmann, President

Gwen Fischer, Secretary

Secretary's Report – June 4, 2013

The meeting was called to order at 8:02 p.m. by President Jean Steinman.

Trustees present:

Angie Becker, Gwen Fischer, Bonnie Holzinger, Judy Kampwerth, Yvonne Ratermann, Cyndi Riley, Jim Sprengel, and Jean Steinman

Trustees absent: Chris Dixon

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Secretary's report:

Cyndi Riley made a motion to approve the minutes from the previous meeting and it was seconded by Judy Kampwerth. The motion was approved.

Treasurer's report:

Bonnie Holzinger made a motion to approve the Treasurer's Report. It was seconded by Jim Sprengel and the motion was approved on a roll call vote.

Librarian's report:

- A. **Per Capita Grant** – Jan Thomas reported that the library received the Per Capita Grant in the amount of \$4,564.82.
- B. **T1 Line** – Jan told the board that she called AT&T to cancel the T1 line since U-verse Internet is now being used for the library's internet service. She asked if the cancellation fee could be waived and was told that it could not because of regulatory issues. She also reported that she submitted the \$100 rebate offered for the U-verse installation fee.
- C. **Fire Alarm System Problems** – Jan said that the fire alarm kept going off on May 31st and June 1st. She called Tech Electronics from St. Louis and was told they would have to send a tech out to repair it and the library would be billed for a service call at time and a half. When the tech checked the system, he said it only needed new batteries. The library has a maintenance contract with Tech Electronics and Jan will check with them to see if this service call is covered by the maintenance contract.
- D. **3-M Cloud E-Book Grant** – Jan said that the Illinois Heartland Library System received notice that the 3-M Cloud E-Book Grant was approved by the State. She doesn't think that the Kindle E-reader will be approved initially. The library's proposed fee for the 3-M Cloud will be \$382 per year.

Committee Reports:

Building: Gwen Fischer showed the board members commercial carpet tile samples that she picked up from Interiors in Breese. She said Kathy Woroner is going to contact her once she receives additional samples. Kathy is also going to measure the library to determine the square

footage needed for the new carpet. Gwen will also contact The Design Studio to get carpet tile samples from them and ask them to measure as well. She will set up another meeting with the Building Committee once she has the additional samples.

Finance – The 2013/2014 budget needs some modifications to some of the formulas before it can be printed. Jean Steinman will assist Jan and Diane with the necessary modifications.

Unfinished Business:

- A. IPLAR (Illinois Public Library Annual Report)** – Jan will submit the IPLAR for fiscal year 2012/2013 to the Illinois State Library on June 5, 2013.

New Business:

- A. Library Tours** – Jan informed the board that there are library tours being offered by libraries in Illinois that had recent renovations. She provided the board members a list of those libraries in case any of them would like to visit the libraries to see the renovations.

Bonnie Holzinger made a motion to adjourn the meeting at 8:25 p.m. and it was seconded by Gwen Fischer. The motion carried with all ayes.

The next meeting is scheduled for Tuesday, July 2nd, at 8:00 p.m.

Jean Steinmann, President

Gwen Fischer, Secretary

Secretary's Report – May 7, 2013

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present:

Gwen Fischer, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Jean Steinman, Judy Kampwerth, Angie Becker, Chris Dixon, and Cyndi Riley

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Secretary's report:

Chris Dixon made a motion to approve the minutes from the previous meeting and it was seconded by Cyndi Riley. The motion was approved.

Treasurer's report:

Bonnie Holzinger made a motion to approve the Treasurer's Report. It was seconded by Angie Becker and the motion was approved on a roll call vote.

Librarian's report:

- A. **U-Verse** – The internet connection is working very well. There is no need for an extra phone line as thought earlier. Jean Steinman made a motion to cancel the T-1 line, second by Chris Dixon. The motion was carried with all ayes on a roll call vote. Jan will call to cancel tomorrow.
- B. **Letter from County Board of Review** – The library received notice that Haag Food & Poultry, Inc. has filed a complaint with the Clinton County Board of Review to reduce the assessed valuation of their property in the library taxing district.

Committee Reports:

Finance – The board discussed the expense involved in renovating and examined the funds remaining in the current accounts. Gwen Fischer made a motion to accept the revised budget for Fiscal Year 2013-2014 in the amount of \$250,248.00. Yvonne Ratermann seconded the motion and it was approved on a roll call vote.

Building and Grounds – City employees have power-washed the front of the building. The tree stump in the front of the building will be removed when the city removes other stumps on city property. The foundation has been stabilized. The renovation group of Jean, Gwen, Judy, Cyndi and Renee Wade Foehner will investigate carpet and paint.

Unfinished Business: none

New Business:

- A. **Election of officers** – Jean, Angie, and Judy agreed to continue in their capacity as officers. Bonnie asked to resign as secretary and Gwen agreed to accept that position. Bonnie Holzinger made a motion to accept the slate of officers. Cyndi Riley seconded

the motion. The officers were elected by acclamation:

Jean Steinman – President

Angie Becker – Vice President

Gwen Fischer – Secretary

Judy Kampwerth – Treasurer

B. Non-Resident Fees – The fee for library cards for non-residents of Breese must be set each year. The board set the fee using the General Mathematical Formula dictated by the State of Illinois. Judy Kampwerth made a motion to set the non-resident fee at \$100 per year (effective July 1). Chris Dixon seconded the motion. The motion was passed on a roll call vote.

C. 3M Cloud IHLS e-book consortium – The board voiced an interest in the group that is applying for a grant to acquire e-books. There is no obligation involved in stating an interest.

D. Illinet/OCLC Services Program Renewal Agreement – Jean Steinman made a motion to renew Illinet/OCLC Services contract. Gwen Fischer seconded the motion. It was approved on a roll call vote.

E. IPLAR – Jan is working on the Illinois Public Library Annual Report. It is due in June.

Yvonne Ratermann made a motion to adjourn the meeting at 9:10 p.m. and it was seconded by Cyndi Riley. The motion carried with all ayes.

The next meeting is scheduled for ^{APR 2} ~~June~~ at 8:00 p.m.

Jean Steinmann, President

Bonnie Holzinger, Secretary

Secretary's Report – April 2, 2013

The meeting was called to order at 8:04 p.m. by President Jean Steinman.

Trustees present:

Gwen Fischer, Bonnie Holzinger, Yvonne Ratermann, Jean Steinman, Judy Kampwerth, and Cyndi Riley

Trustees absent: Jim Sprengel, Angie Becker, and Chris Dixon

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Secretary's report:

Cyndi Riley made a motion to approve the minutes from the previous meeting and it was seconded by Gwen Fischer.. The motion was approved.

Treasurer's report:

Gwen Fischer 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. **Per Capita Grant Awarded** – The library received word that it will receive a grant in the amount of \$4,564.82.
- B. **Letter from Board of Review** – Jan received a letter from the Clinton County Board of Review concerning the complaint filed by Moss Funeral Home to reduce the assessed value of their property for the 2012 assessment year.
- C. **Polaris (Off-line)** – The Polaris system started yesterday (Monday, April 1). The actual online program will begin next week on Tuesday, April 9. Things are going well so far.

Committee Reports:

Finance – The new budget for Fiscal Year 2013-14 must be prepared and accepted by the board during the May meeting. Lauri Daugherty has done the budget the last several years. Bonnie will call Lauri and get information as to the procedure. Finance Committee members include Judy, Jean, Bonnie, Gwen, and Cyndi.

Unfinished Business:

- A. **Building** – Don Voss will drill the holes to fix the foundation on April 4. It had been put off because of equipment issues.
- B. **U-Verse** – Members received a letter from Jim Astroth and Brandon Richter concerning the need for a different internet provider. The T-1 line will not provide the necessary speed. Members had several questions and Jim was contacted by phone. After more discussion, Bonnie Holzinger made a motion to have Jim Astroth contact AT & T and sign up for U-Verse internet with 12mbps. Cyndi Riley seconded the

motion and it was approved on a roll call vote. The T-1 line will be retained for a month to insure there are no problems. We will have to pay a termination fee to AT&T for the remainder of the 3-year contract for the T-1 line. U-verse will charge \$30 for the first 3 months then \$40 per month thereafter.

New Business:

- A. Per Capita Grant Requirements** – Jan distributed information concerning the grant application which will be discussed at a later meeting.

Yvonne Ratermann made a motion to adjourn the meeting at 9:04 p.m. and it was seconded by Judy Kampwerth. The motion carried with all ayes.

The next meeting is scheduled for Tuesday, May 7, at 8:00 p.m.

Jean Steinmann, President

Bonnie Holzinger, Secretary

Secretary's Report – March 5, 2013

The meeting was called to order at 8:08 p.m. by President Jean Steinman.

Trustees present:

Gwen Fischer, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Jean Steinman, Judy Kampwerth, Angie Becker, Chris Dixon, and Cyndi Riley

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Secretary's report:

Chris Dixon made a motion to approve the minutes from the previous meeting and it was seconded by Angie Becker. The motion was approved.

Treasurer's report:

Gwen Fischer made a motion to approve the Treasurer's Report. It was seconded by Yvonne Ratermann and the motion was approved on a roll call vote.

Librarian's report:

- A. **Polaris** – The system switch to Polaris will take place very soon. Jan passed around a press release she had prepared concerning the switch. Although the librarians were told to practice using the new system, they cannot get online with the new program in order to practice.
- B. **Story Hour** – The Junior Women's Club sponsors this 6-week program. Mommy & Me for 2 and 3 year olds began today with 6 participants. Story Hour for 4 and 5 year-olds held on Wednesdays and Thursdays begins tomorrow with 7 participants signed up.
- C. **New Computer and printer** – Jim Astroth and Brandon Richter have been working on getting everything set. Some problems have arisen, but they will be fixed. Jim recommended we buy a black and white laser printer because the color printer toner is more expensive. An appropriate HP printer is available for approximately \$200 from Office Max. Chris Dixon made a motion to purchase the prescribed printer, second by Cyndi Riley. The motion was approved on a roll call vote.

Committee Reports: none

Unfinished Business:

Work on the Building – On Friday, March 1, Don Voss and a representative from HMG Engineering drilled a hole in the floor and started the process to investigate the sinking foundation. Don Voss was supposed to return on Monday, March 4, but he did not. Some of the shelves were emptied and display materials moved to provide access; also, a section of carpet has been removed.

Don Voss replaced the battery in the automatic door opener so that has finally been fixed. This problem goes back to October of 2012.

New Business:

- A. T-1 vs. U-verse** – AT&T will charge a termination fee if we attempt to switch to U-verse before the end of our contract. That cost is prohibitive. The board discussed using U-verse or Charter for only the circulation desk computer. Charter charges \$125 per month plus a \$99 installation fee. U-verse prices vary depending on speed of connection. Jan will call and inquire.
- B. Peoplesmart** – A representative told Jan the “finding people” service could be installed at no charge. The board is not interested.
- C. Testing for Polaris** – Jan has performed several tests determining speed of access – so far everything is at it should be.
- D. Library Management Institute** – the University of Illinois at Springfield is hosting a week-long institute for Public Library Directors in June. No member voiced an interest in attending.
- E. Illinois Law on Bids** – Jan investigated the law concerning getting bids for work on the library and shared her information.
- F. Trustees for Library System** – The Illinois Heartland Library System is seeking trustees from public libraries to serve on the board. No board member volunteered.

Yvonne Ratermann made a motion to adjourn the meeting at 8:48 p.m. and it was seconded by Gwen Fischer. The motion carried with all ayes.

The next meeting is scheduled for April 2, 2013 at 8:00 p.m.

Jean Steinmann, President

Bonnie Holzinger, Secretary

Secretary's Report – February 6, 2013

The meeting was called to order at 8:05 p.m. by President Jean Steinman.

Trustees present:

Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Jean Steinman, Judy Kampwerth, Angie Becker and Cyndi Riley

Trustees absent: Gwen Fischer and Chris Dixon

Also attending: Jan Thomas, Librarian, and Alderman Norb Tebbe, city council liaison

A quorum was established and the agenda was approved.

Secretary's report:

Cyndi Riley made a motion to approve the minutes from the previous meeting and it was seconded by Jim Sprengel. The motion was approved.

Treasurer's report:

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:

Annual Library Certification – Jan has filed the online form.

Patrons have been coming in for tax forms, but the library does not have federal forms. The State of Illinois sent a few forms.

Committee Reports

Building - Norb Tebbe will tell the appropriate city employees that the library needs power washing. The hope is that this will be accomplished as soon as the weather is favorable. The large maple tree at the north entrance to the parking lot was discussed. The city will take it down, but will not trim it. No action was taken.

Unfinished Business:

- A. **Backs for shelving** - Jean talked to Ken Schonhoff and he is checking on the possible materials. Many new products are available.
- B. **Building Subsiding** – As soon as the weather is favorable, Don Voss will be running tests to determine what is causing the library foundation to sink.
- C. **Stump Removal** – Norb Tebbe reported that the city will rent stump removal equipment when the city has enough stumps to warrant the expense. The stump in front of the library will be removed at that time.

New Business:

- A. **Computer – Printer problem** – The old printer is on its last leg. One printer can handle the printing requirements for patrons, so no action is required.

Yvonne Ratermann made a motion to adjourn the meeting at 8:20 p.m. and it was seconded by Angie Becker. The motion carried with all ayes.

The next meeting is scheduled for March 5, 2013 at 8:00 p.m.

Jean Steinmann, President

Bonnie Holzinger, Secretary

Secretary's Report – January 2, 2013

The meeting was called to order at 8:05 p.m. by President Jean Steinman.

Trustees present:

Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Jean Steinman, Judy Kampwerth, Chris Dixon, and Cyndi Riley

Trustees absent: Gwen Fischer and Angie Becker

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Secretary's report:

Chris Dixon made a motion to approve the minutes from the previous meeting and it was seconded by Judy Kampwerth. The motion was approved.

Treasurer's report:

The Library has received the second installment of property tax monies in the amount of \$60,617.92. Bonnie Holzinger made a motion to approve the Treasurer's Report. It was seconded by Yvonne Ratermann and the motion was approved on a roll call vote.

Librarian's report:

- A. **Annual Library Certification for System Membership** – Librarians have from January 2 to March 31, 2013, to complete an online form for the Office of the Secretary of State of Illinois. Jan reported she had just been informed of the web site and had not as yet looked into the completion of the form.
- B. **Joint Review Board: TIF-1** – The Library Board was notified of the meeting concerning the TIF. No one indicated an interest in attending.

Committee Reports:

Building – Mayor Hilmes informed Jean Steinman that HMG Engineering will run some tests concerning the sinking of the foundation in the northeast corner. Nothing can be done concerning painting and carpeting until this problem is corrected. Jean has not contacted Ken Schonhoff and has no information concerning the bookcases.

Unfinished Business:

- A. **U-Verse** – Jim Astroth has contacted Dave Weber concerning the possibility of U-Verse as the internet provider. Dave thinks there would not be a termination fee if the library were to switch. However, several board members think the fee originates with the library system, not AT&T. The Board would need a statement in writing that no termination fee would be incurred before a change could be made.

New Business:

- A. Payment for Accumulated Excess Sick Leave** – Both Jan and Diane have 51 hours of excess sick leave and are entitled to pay for those hours based on their agreement with the city. Jan will receive \$505.92 and Diane \$485.52. Discussion of the policy made it clear that payment for unused sick leave is similar to a bonus for not using sick leave. Vacation time remains “use it or lose it.”

Chris Dixon made a motion to adjourn the meeting and it was seconded by Yvonne Ratermann. The motion carried with all ayes.

The next meeting is scheduled for Feb. 5, 2013, at 8:00 p.m.

Jean Steinmann, President

Bonnie Holzinger, Secretary

Secretary's Report – 12/2/2014

The meeting was called to order at 8:00p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Judy Kampwerth, Bonnie Holzinger, Cyndi Riley, Angie Becker, and Yvonne Ratermann

Trustees absent: Gwen Fischer, Chris Dixon, Jim Sprengel

Also attending: Jan Thomas, Librarian, Deb Koetting
A quorum was established and the agenda was approved.

Secretary's report:

Bonnie Holzinger made a motion to approve the minutes from the previous meeting and it was seconded by Cyndi Riley. The motion was approved.

Treasurer's report:

Yvonne Ratermann made a motion to approve the Treasurer's Report The motion was seconded by Angie Becker and approved on a roll call vote.

Librarian's report: Jan informed the board of a Notice for a TIF meeting December 16, 2014. She also had the TIF annual report if anyone wanted to look it over.

Committee Reports:

Building: No report

Finance: No Report

Books: No Report

Unfinished Business: No Reports

New Business: Jan reported that her chair had been replaced.

Holiday Hours were discussed A motion was made by Jean Steinman to keep Holiday Hours as we've done in the past. Judy Kampwerth seconded it.

Christmas Eve and Christmas Day -Closed

New Years Eve and New Years Day – Closed

A Holiday party for the board was discussed. The board has not had a Holiday party for the past few years. Jean Steinman will check on the availability of the Golf course, dates will be discussed at next meeting

Bonnie Holzinger made a motion to adjourn the meeting at 8:17 p.m. and it was seconded by Judy Kampwerth. The motion carried with all ayes.

The next meeting is scheduled for Tuesday, January 6, 201~~5~~ at 8:00 p.m.

Jean Steinmann, President

Yvonne Ratermann, Secretary

Secretary's Report – 11/4/2014

The meeting was called to order at 8:06 p.m. By President Jean Steinman.

Trustees present: Jean Steinman, Gwen Fischer, Judy Kampwerth, Jim Sprengel, Cyndi Riley, Bonnie Holzinger, Angie Becker, and Yvonne Ratermann.

Trustees absent: Chris Dixon

Also attending: Jan Thomas, Librarian and Deb Koetting.

A quorum was established and the agenda approved.

Secretary's report:

Gwen Fischer made a motion to approve the minutes from the previous meeting and it was seconded by Cyndi Riley. The motion was approved.

Treasurer's report:

Bonnie Holzinger made a motion to approve the Treasurer's report. The motion was seconded by Yvonne Ratermann, and approved on a roll call vote.

Librarian's report: No report

A question was raised on how the Facebook page was progressing. Jan reported that it still needs tweaking. Angie Becker said she would check it out.

Committee Reports:

Building: No report

Finance: No report

Books: No report

Unfinished Business: A bid on security cameras was presented from Jim's Sales and Services. After much discussion the board tabled looking into getting security cameras, with the possibility that if problems arise the board would be willing to look into getting them.

New Business: The board reviewed the audit report from Mark G. Richter, CPA, for the year ending April 30, 2014. There were no questions concerning the report.

Cyndi Riley made a motion to adjourn the meeting at 8:45 p.m. and it was seconded by Angie Becker. The motion carried with all ayes.

The next meeting is scheduled for Tuesday, December 2, 2014 at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report – 10/7/2014

The meeting was called to order at 8:04_p.m. by President Jean Steinman.

Trustees present: Jim Sprengel, Judy Kampwerth, Gwen Fischer, Yvonne Ratermann, Jean Steinman, and Cyndi Riley

Trustees absent: Chris Dixon, Bonnie Holzinger, Angie Becker

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Secretary's report:

Cyndi Riley made a motion to approve the minutes from the previous meeting and it was seconded by Gwen Fischer. The motion was approved.

Treasurer's report:

Gwen Fischer made a motion to approve the Treasurer's Report The motion was seconded by Jim Sprengel and approved on a roll call vote.

Librarian's report:

Jan Thomas reported the Facebook page is up and running but needs some tweaking.
She thanked Angie Becker for helping set it up.
The Per Capita Grant was finished and submitted September 9, 2014.

Committee Reports:

Building:

No Report

Finance:

No Report

Books:

No Report

Unfinished Business:

No Report

New Business:

No Report

Yvonne Ratermann made a motion to adjourn the meeting at 8:35 p.m. and it was seconded by Judy Kampwerth. The motion carried with all ayes.

The next meeting is scheduled for Tuesday, November 4, 2014 at 8:00 p.m.

Jean Steinmann, President

Yvonne Ratermann, Secretary

Secretary's Report – 9/2/2014

The meeting was called to order at 8:01 p.m. by President Jean Steinman.

Trustees present

Angie Becker, Gwen Fischer, Bonnie Holzinger, Judy Kampwerth, Cyndi Riley, Jim Sprengel, Jean Steinman, and Yvonne Ratermann

Trustees absent: Chris Dixon

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Secretary's report:

Bonnie Holzinger made a motion to approve the minutes from the previous meeting and it was seconded by Cyndi Riley. The motion was approved.

Treasurer's report:

Angie Becker made a motion to approve the Treasurer's Report. The motion was seconded by Gwen Fischer and approved on a roll call vote.

Librarian's report:

Jan Thomas and Bonnie Holzinger attended the Edge Assessment Training Session in Edwardsville

Committee Reports:

Building: No Report

Finance:

No Report

Books:

No Report

Unfinished Business:

Per capita – Board analyzed Budget

Jan Thomas will set up Facebook page for library. Angie Becker will help Jan.


The Edge Assessment Work book was reviewed . Bonnie Holzinger explained is to see where the Library stands -she said there are no right or wrong answers it is only to appraise the workings of the library.

New Business:

No New business

Cyndi Riley made a motion to adjourn the meeting at 8:23 p.m. and it was seconded by Judy Kampwerth. The motion carried with all ayes.

The next meeting is scheduled for Tuesday, October 7, 2014 at 8:00 p.m.


Jean Steinmann, President


Yvonne Ratermann, Secretary

Secretary report 8/5/14

The meeting was called to order at 8:10 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Gwen Fischer, Judy Kampwerth, Cyndi Riley, Bonnie Holzinger, Yvonne Ratermann

Trustees absent: Jim Sprengel, Angie Becker, and Chris Dixon

Also attending: Jan Thomas, Librarian

A quorum was established and a motion by Cyndi Riley to approve the agenda and seconded by Bonnie Holzinger.

Secretary's report:

Bonnie Holzinger made a motion to approve the minutes from the previous meeting and it was seconded by Gwen Fischer. The motion was approved.

Treasurer's report:

Gwen Fischer made a motion to approve the Treasurer's report. The motion was seconded by Yvonne Ratermann and approved on a roll call vote.

Librarian's report:

Jan Thomas reported the computer desks were installed and turned out very nice; the patrons like the set. The new laminator approved last meeting has been purchased and is being used quite a lot.

Jan also reported that all paperwork for the upcoming audit has been brought to Mark Richter. Jan informed the board that the Summer reading program was a huge success. Fifty children participated in the program with a finale of Fred the magician and his Feathered Friends.

Committee Reports:

Building: No report

Finance: No report

Books: No Report

Unfinished Business:

Per Capita Grant: After reviewing Chapter 7 Collection and Management and Resource Sharing the Board felt they had already met the majority of Standards and are managing our resources well.

The form was filled out with all Board members input. The rest of the Per Capita Grant form / Illinois Public Library Per Capita Equalization Aid Grant application will be reviewed and filled out by the board at the September board meeting.

New Business:

The property tax 1st installment of \$90,124.95 was received on July 31, 2014. This will be on the September finance report.

Jan also announced if anyone would like to attend; Carlyle Public Library will be having an Open House for their new building 10:00 a.m. to 2:00 p.m. on August 16, 2014.

Gwen Fischer made a motion to adjourn the meeting at 8:44 p.m. and it was seconded by Judy Kampwerth. The motion was carried with all ayes

The next meeting is scheduled for Tuesday, September 2, 2014 at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report –7/2/2014

The meeting was called to order at 8 p.m. by President Jean Steinman.

Trustees present: Angie Becker, Gwen Fischer, Bonnie Holzinger, Judy Kampwerth, Cyndi Riley, Jim Sprengel, Jean Steinman, and Yvonne Ratermann

Trustees absent: Chris Dixon

Also attending: Jan Thomas, Librarian, Deb Koetting, Council Liaison

A quorum was established.

Secretary's report:

Cyndi Riley made a motion to approve the minutes from the previous meeting/ corrections and it was seconded by Bonnie Holzinger. The motion was approved.

Treasurer's report:

Judy Kampwerth made a motion to approve the Treasurer's Report The motion was seconded by Angie Becker and approved on a roll call vote

Librarian's report: Jan Thomas reported-Board must go over Standards for IL Chapter 7 asked that all take home and it will be discussed next meeting.

Committee Reports:

Building: No Report

Finance: No Report

Books: No Report

Unfinished Business:

Computer desks ordered it will take 4 to 6 weeks should be in the end of June or first part of July. The area will need to be cleared then they will be installed. Jim Astroth is coming in to disconnect computers and printers.

Last month there were problems with the Charter service. A question was raised on how the Charter service was performing – Jan reported that after several attempts the problem was finally fixed.

New Business: The library received an email from a Mr. Andrzejewski, he has requested under the FOIA a copy of any or all of the library's 2008-2015 financial records. The Library will acknowledge that they received the request. The board agreed an email will be sent with the offer that he could come in on his time and during library hours to make copies of information he has requested.

Jan requested that the board consider the purchase a new Laminator. The laminator has served its purpose but has finally worn out .Jan researched several models and prices. After many questions on usage, the board agreed it is a necessary service. Cyndi Riley made a motion to purchase the GBC Laminator for \$849. Gwen Fischer seconded. Vote taken motion carried unanimously.

When the fire alarm company did their monthly check the one alarm was not working. This was fixed. Jan spoke to representative she told him they should call before coming to save a trip charge.

A motion was made by Bonnie Holzinger to go into Executive Session to discuss pay raises it was seconded by Gwen Fischer.

The Board went into Executive Session to discuss salaries at 8:45p.m left session at 8:55p.m. After considerable discussion Jean Steinman made a motion to grant an increase of 50¢ across the board. Bonnie Holzinger seconded it. The motion passed on a roll call vote.

Jean Steinman made a motion to leave Executive Session at 8:55 p.m. it was seconded by Bonnie Holzinger

Judy Kampwerth made a motion to adjourn the meeting at 9:00 p.m. and it was seconded by Angie Becker. The motion carried with all ayes.

The next meeting is scheduled for Tuesday, August 5, 2014 at 8:00 p.m.


Jean Steinmann, President


Yvonne Ratermann, Secretary

Secretary's Report – 6/3/2014

The meeting was called to order at 8:00p.m. by President Jean Steinman.

Trustees present: Angie Becker, Gwen Fischer, Bonnie Holzinger, Judy Kampwerth, Cyndi Riley, Jim Sprengel, Jean Steinman, Chris Dixon and Yvonne Ratermann

Trustees absent:

Also attending: Diane Holtgrave, Librarian and Guest Chris Weckler.

A quorum was established and the agenda was approved.

Secretary's report:

Bonnie Holzinger made a motion to approve the minutes from the previous meeting with a wording change to say the budget was modified to increase the budgeted salary amount by 5%. it was then seconded by Chris Dixon. The motion was approved.

Treasurer's report:

Chris Dixon made a motion to approve the Treasurer's Report The motion was seconded by Gwen Fischer and approved on a roll call vote.

Librarian's report: Diane explained the library was reimbursed for the receipt printer that was purchased and a donation of \$150 was received

There will be a Summer Reading program beginning July 1-July 25, 2014.

Also the IPLAR was signed

Committee Reports:

Building: Chris Weckler from Royal Office gave quotes on the different kinds of computer carrels. Several building committee members had toured the Maschoff facilities at Chris' suggestion to see the different carrels they had purchased. A discussion followed with questions for Chris on pricing, durability. Mr. Weckler showed many different options. The board reviewed drawings the he had brought. He explained the differences in accelerated panels and the All Accelerated System. The Board thanked Mr. Weckler for his time.

After much discussion it was decided that the choices would be: "Shadow" for the surface & keyboard surfaces, "Shadow" for the paint and "Pecan" for the panels. A motion by Judy Kampwerth to proceed with the purchase of Computer stations a roll vote was called and all agreed to the purchase

Finance: No report

Books: No report

Unfinished Business: Computer stations addressed in Building committee reports

New Business: Diane said they had run into problems when groups had booked in meetings. The Library phone number had been put on flyers and pamphlets and they people had been leaving messages for attendance and had questions that the staff could not answer. The board made a ruling to say the library will only be a meeting place and not have the use of the library's phone number. The library's phone number is not to be published unless it is a library event.

Diane stated that she and Jan had also had concerns over the pamphlet put out by the Legal Self-Help Center she stated that the pamphlet informs people that you can go to the county self help center which is usually in the court house and speak with a navigator but also you may go to the local public library and use public access computer .She said it also stated that legal self – help navigators and *librarians* can show you how to use the self-help computer and how to find information. She thought that people with minimal computer knowledge would need more help with navigating the computer and the information than the librarians could give (time wise).

The board will check into it.

Gwen Fischer made a motion to adjourn the meeting at _____ p.m. and it was seconded by Bonnie Holzinger. The motion carried with all ayes.

The next meeting is scheduled for Tuesday, July 1, 2014

Jean Steinmann, President

Yvonne Ratermann, Secretary

Secretary's Report – May 6, 2014

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Angie Becker, Gwen Fischer, Bonnie Holzinger, Judy Kampwerth, Cyndi Riley, Jim Sprengel, Jean Steinman, and Yvonne Ratermann

Trustees absent: Chris Dixon

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Secretary's report:

Bonnie Holzinger made a motion to approve the minutes from the previous meeting and it was seconded by Cyndi Riley. The motion was approved.

Treasurer's report:

Angie Becker made a motion to approve the Treasurer's Report after the 2014/2015 budget was modified to increase the budgeted salary amount by 5%. The motion was seconded by Judy Kampwerth and approved on a roll call vote.

Librarian's report:

- A. **Per Capita Grant** – Jan Thomas informed the board that the Per Capita Grant was received in the amount of \$5,552.50.
- B. **IPLAR** – Jan said she is preparing the Illinois Public Library Annual Report that needs to be submitted by the end of June 2014.

Committee Reports:

Building: N/A

Finance: N/A

Books: N/A

Unfinished Business:

- A. **Computer Stations** – Chris Weckler from Royal Office Products, Inc. attended the board meeting to provide a quote for 6 computer stations and a side printer table. He showed the board members samples of wall fabric, desk surfaces and frame surfaces. The board asked if there were any local businesses that had purchased similar computer stations that they could see prior to making a decision. Chris said that Maschoff's in Carlyle had purchased multiple stations over the past few years. The board members agreed to table their decision until the next meeting to give the building committee members a chance to set up an appointment with Maschoff's.

New Business:

- A. Election of officers** – Jean Steinman, Angie Becker, and Judy Kampwerth agreed to continue in their capacity as officers. Gwen Fischer resigned as Secretary and Yvonne Ratermann agreed to accept that position. Bonnie Holzinger made a motion to accept the slate of officers. Cyndi Riley seconded the motion. The officers were elected by acclimation:

- Jean Steinman – President
- Angie Becker – Vice-President
- Judy Kampwerth – Treasurer
- Yvonne Ratermann - Secretary

Gwen Fischer made a motion to adjourn the meeting at 8:55 p.m. and it was seconded by Jim Sprengel. The motion carried with all ayes.

The next meeting is scheduled for Tuesday, June 3, 2014 at 8:00 p.m.

Jean Steinmann, President

Gwen Fischer, Secretary

Secretary's Report – April 1, 2014

The meeting was called to order at 8:25 p.m. by President Jean Steinman.

Trustees present: Angie Becker, Gwen Fischer, Bonnie Holzinger, Judy Kampwerth, Cyndi Riley, and Jean Steinman

Trustees absent: Chris Dixon, Jim Sprengel, and Yvonne Ratermann

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Secretary's report:

Bonnie Holzinger made a motion to approve the minutes from the previous meeting and it was seconded by Cyndi Riley. The motion was approved.

Treasurer's report:

Cyndi Riley 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. **Letter from Board of Review** – Jan Thomas shared with the board members a letter from the Board of Review regarding a tax appeal from Caring First, Inc. for the 2011 assessment year to reduce the assessed value of their property in the library's taxing district.
- B. **Desk** – Jan told the board that she contacted Dennis Detmer with Cabinetree regarding the desks he was building for the librarian's office. Dennis said the desks were finished and that Don Voss was going to install them. Jan contacted Don and he said he would install the desks on Wednesday, April 2nd.
- C. **Thank You from Diane** – Jan showed the board members a thank you card from Diane Holtgrave for the memorial the library sent her after her father passed away.
- D. **System Grant** – Jan said that the System received a grant from the State of Illinois that they are going to use to buy all libraries in the system a new receipt printer. The library just purchased a receipt printer a few weeks ago (before the grant was received). Jan contacted the System and they offered to reimburse the library for the cost of the printer.

Committee Reports:

Building: N/A

Finance: The board members prepared the budget for the 2014/2015 fiscal year with a total budget amount of \$207,360.98.

Books: N/A

Unfinished Business:

- A. **Vacuum** – Jan said that Sheila Meyer purchased a new vacuum from Am Sam at a cost of \$460.60.

New Business:

- A. **Illinet/OCLC Services Program Renewal Agreement** – Jan shared the Illinet/OCLC Services Program Renewal Agreement for fiscal year 2015 that was signed and returned to the Illinois State Library in Springfield. The fee for institutions will remain \$689.
- B. **EBE Contract** – Jan also shared the EBE Contract (service contract) that the library received for the microfilm reader/printer at a cost of \$620.

Gwen Fischer made a motion to adjourn the meeting at 8:50 p.m. and it was seconded by Angie Becker. The motion carried with all ayes.

The next meeting is scheduled for Tuesday, May 6, 2014 at 8:00 p.m.

Jean Steinmann, President

Gwen Fischer, Secretary

Secretary's Report – March 5, 2014

The meeting was called to order at 8:05 p.m. by President Jean Steinman.

Trustees present: Gwen Fischer, Bonnie Holzinger, Judy Kampwerth, Yvonne Ratermann, Cyndi Riley, Jim Sprengel, and Jean Steinman

Trustees absent: Angie Becker & Chris Dixon

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

A quorum was established and the agenda was approved.

Secretary's report:

Bonnie Holzinger made a motion to approve the minutes from the previous meeting and it was seconded by Cyndi Riley. The motion was approved.

Treasurer's report:

Gwen Fischer made a motion to approve the Treasurer's Report. It was seconded by Yvonne Ratermann and the motion was approved on a roll call vote.

Librarian's report:

- A. **Per Capita Grant** – Jan Thomas informed the board that she received a FY2014 Illinois Public Libraries Per Capita Grant award letter from Jesse White, Secretary of State. The library will receive a per capita grant in the amount of \$5,552.50.
- B. **Office Computer** – Jan said that the desktop computer has been installed in the librarian's office and is working fine.
- C. **Pull Stations** – Jan said the pull stations on the front door were not working properly and were generating alarms. A technician came out on March 5th and repaired a module which corrected the problem.

Committee Reports:

Building:

- A. Jan showed the board members a sample of the wood stain and countertop color that was selected for the new desks being built for the librarian's office. Dennis Detmer from Cabinetree said he expected the desks to be ready by the end of March 2014.

Finance:

- A. The budget for the 2014/2015 Fiscal year needs to be prepared. The Finance Committee will meet before the next meeting to complete it.

Unfinished Business:

- A. **Receipt Printer** – Jan said that the price she had quoted the board at the last meeting was for a reconditioned receipt printer. She said she found new printers that are about \$440. She also said that the System recommends we purchase the printer from Laserware. After a short discussion, Cyndi Riley made a motion to buy a new receipt

printer instead of a reconditioned one. Yvonne Ratermann seconded the motion. The motion was approved on a roll call vote.

New Business:

- A. Vacuum** – Jan said that Sheila Meyer told her that the vacuum is broken and a new one is needed. Sheila got several quotes from Amsan for new vacuums with bags. The company lent several models to the library for Sheila to try-out. Jean Steinman made a motion for Sheila to purchase a new vacuum cleaner with bags in the \$500-\$600 range. Bonnie Holzinger seconded the motion and it was approved on a roll call vote.
- B. Economic Interest Filing** – Jan provided Economic Interest Filing forms that are required to be completed by each board member annually. Jan will submit the forms to City Hall.
- C. Tempo Bank Proxy Cards** – Tempo Bank sent the library proxy cards regarding an investment opportunity conversion and reorganization from a mutual holding company form of organization to a fully public stock organization. Sugar Creek Financial Corporation is to become the holding company of Tempo Bank. The board members decided not to take any action on the proxy cards at this time.
- D. Nominating Committee for election of officers** – Jean said that the officers (Angie, Gwen, Judy and herself) would meet to discuss the nomination of officers for the new fiscal year.

Judy Kampwerth made a motion to adjourn the meeting at 8:38 p.m. and it was seconded by Yvonne Ratermann. The motion carried with all ayes.

The next meeting is scheduled for Tuesday, April 1, 2014 at 8:00 p.m.

Jean Steinmann, President

Gwen Fischer, Secretary

Secretary's Report – February 4, 2014

The meeting was called to order at 7:08 p.m. by President Jean Steinman.

Trustees present: Angie Becker, Chris Dixon, Gwen Fischer, Yvonne Ratermann, Cyndi Riley, and Jean Steinman

Trustees absent: Bonnie Holzinger, Judy Kampwerth, and Jim Sprengel

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Secretary's report:

Chris Dixon made a motion to approve the minutes from the previous meeting and it was seconded by Yvonne Ratermann. The motion was approved.

Treasurer's report:

Gwen Fischer made a motion to approve the Treasurer's Report. It was seconded by Chris Dixon and the motion was approved on a roll call vote.

Librarian's report:

- A. **Office Chair** – Jan Thomas told the board members that she took the seat and back cushion from the office task chair to Jean Phillips in Carlyle to have it reupholstered. Jean told Jan it should cost less than \$100 for the fabric and labor.
- B. **IHLS Board Seat** – Jan said that there are two public library trustee representative seats open on the IHLS Board for the 2014 election cycle. Interested board members should complete the online survey by February 15th at the following website: <https://www.surveymonkey.com/s/gndr9xm>

Committee Reports:

Building:

- A. Jan said that all of the old stackable chairs and task chairs were sold at \$5 apiece. The book drop was also repaired and painting touch-ups were completed.

Unfinished Business:

- A. **Desks** - Jean Steinman said she talked with Dennis Detmer last Friday and he will take measurements again to make desks for the office. He will also order laminate countertops for the desks. The librarians will select a color that coordinates with the other countertops.
- B. **Bulletin Board** – Jan said she ordered a roll of cork and contacted Ken Schoenhoff about making a frame for a large bulletin board to be hung in the front vestibule. Gwen Fischer spray painted the old bulletin board and Jan will ask Ken to apply new cork to that bulletin board to be hung in the back vestibule.

New Business:

- A. Restroom sign** – Jan told the board she would like to order a wall-mounted sign for the restrooms. She showed the board members a catalog with several choices. After a brief discussion, the board suggested that she contact Jim Taylor to have a sign made.
- B. Receipt printer** – Jan said the receipt printer needs to be replaced. She did some checking and found a thermal printer that costs \$189 and is compatible with the library's software system. Jean made a motion to have Jan purchase a new thermal printer and it was seconded by Cyndi Riley. The motion was approved on a roll-call vote.
- C. New computer** – Jan reported that they are having problems with the office desktop computer. She said Jim Astroth looked at it and said it can't be repaired and a new CPU is required. He gave Jan a bid of \$599 for a new CPU with 8 Gbps memory and Windows 8.1 with an Intel I3 processor and DVD burner. Chris Dixon made a motion for Jan to order the new CPU from Jim Astroth. Jean seconded the motion and it was approved on a roll-call vote.
- D. Newspaper article** – Cyndi showed the board a newspaper article that ran in the *Union Banner* several weeks ago regarding the library remodel. She asked the board if they would like Vicky Albers to take pictures and write an article about the remodel to be published in *The Breese Journal*. The board agreed it was a good idea. Cyndi will make the arrangements with Vicky.

Cyndi Riley made a motion to adjourn the meeting at 7:49 p.m. and it was seconded by Angie Becker. The motion carried with all ayes.

The next meeting is scheduled for Tuesday, March 4, 2014 at 8:00 p.m.

Jean Steinmann, President

Gwen Fischer, Secretary

Secretary's Report – January 7, 2014

The meeting was called to order at 8:15 p.m. by President Jean Steinman.

Trustees present: Chris Dixon, Gwen Fischer, Bonnie Holzinger, Judy Kampwerth, Yvonne Ratermann, Cyndi Riley, and Jean Steinman

Trustees absent: Angie Becker and Jim Sprengel

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Secretary's report:

Bonnie Holzinger made a motion to approve the minutes from the previous meeting and it was seconded by Judy Kampwerth. The motion was approved.

Treasurer's report:

Gwen Fischer made a motion to approve the Treasurer's Report. It was seconded by Cyndi Riley and the motion was approved on a roll call vote.

Librarian's report:

- A. **Annual Library Certification** – Jan Thomas reported that she completed the annual library Certification process for the Illinois Heartland Library System.
- B. **New Office Chairs** – Jan showed the board members the 2 new office chairs that she and Diane purchased from Office Max for the librarian's office.
- C. **Clock** – Jan also purchased a new digital clock to be placed by the Internet Sign-up sheet at the front desk.

Committee Reports:

Building:

- A. **Building Walk-through** - prior to the meeting the board did a walk-through to see if there were any issues that needed to be addressed after the completion of the remodel job. They identified some minor drywall and paint repairs that are needed in a few places. Jean Steinman will contact Rehkemper's to inform them of the repairs.
- B. **Bill Credit** – Jean reported that Don Voss received the final bill from Rehkemper's and they applied a credit of \$1200 for the assistance the librarians provided during the remodel process by moving the books between the permanent and temporary shelves.
- C. **Bill Payment** – Jean said that Don Voss informed her that the contractor and sub-contractors have not provided the necessary payroll documentation that is needed before the bill for the remodel job can be paid. After a short discussion Yvonne Ratermann made a motion that the board approve paying the bill and withhold \$1000 for the required repairs upon receipt of the payroll documents. Cyndi Riley seconded the motion and it was approved on a roll call vote.

Unfinished Business:

- A. **Charter** – Jan said that Charter is scheduled to install the phone line, FAX line and internet service tomorrow, January 8, 2014.
- B. **Desk** – Cyndi told the board that she gave a bid sheet to Don Bedard for a quote on building desks in the librarian's office but she wasn't sure if he had time to work up a quote due to a death in the family. Jan said she received a verbal quote from John Hustedde that was around \$2500. Jean reported that she spoke with Dennis Detmer from The Cabinetree again about the bid he initially provided. Dennis said he was really busy but could sub-contract the job to Ken Schoenhoff. After further discussion Cyndi Riley made a motion to approve the bid from The Cabinetree for the desks and countertops in the librarian's office. Chris Dixon seconded the bid and it was approved on a Roll Call vote.
- C. **Bulletin Board** – Jan showed the board the old cork board that was hanging in the front vestibule. It had quite a bit of wear and tear and she said Geralyn from the Design Studio suggested that a larger cork board be hung in its place. The board told Jan to check for 3x5' cork boards on the internet and also to contact 'The Teacher's Store' to see if they had anything that might fit the space.
- D. **New Chairs** – Jean and Gwen reported that the new chairs were still on schedule to be delivered to the library on the morning of January 15, 2014. Jean said that Egyptian Business Furniture will FAX over the invoice when the chairs are delivered to their Belleville office. Chris made a motion to pay the bill once the chairs are delivered to the library. Bonnie Holzinger seconded the motion and it was approved on a roll call vote.
- E. **Old Chairs** – the board discussed what should be done with the old chairs once the new chairs are delivered. It was decided they will be placed in storage and the board will post a 'For Sale' ad in *The Breese Journal* and on the Clinton County Garage Sale Facebook page.
- F. **Stool** – Jan asked if she could get the office stool by the laminator reupholstered to coordinate with the fabric on the new chairs. The board approved her request.
- G. **Water Cooler** – Jan did some checking and found out that it is not a requirement for a library to have a water cooler/fountain. The board decided not to replace the water fountain with a water cooler.

New Business:

- A. **Payment for accumulated excess sick leave** – Jan shared with the board members the hours of excess sick leave that she and Diane Holtgrave accumulated during 2013. Chris made a motion to pay Jan and Diane for their accumulated excess sick leave hours. Judy Kampwerth seconded the motion and it was approved on a roll call vote. Jan's payment of \$625.45 was for 61.5 hours paid at 50% of her current salary. Diane's payment of \$619.76 was for 63.5 hours paid at 50% of her current salary.
- B. **Thank you cards** – Jean Steinman said that she thought the board should send Thank You cards to the following people who assisted in the library remodel: Vic Cussamono for setting up the locks so all doors can be opened by the same key; Central and Mater Dei football teams for assisting with boxing up books and loading and unloading the boxes from the storage pod; Jim Meyer for repairing the table leg on the broken table; Jim Astroth for disconnecting and reconnecting all the computers, monitors

and printers; Abbey Hogue and Mary Ann Neumann for assisting the librarians with organizing all of the books, magazines, CD's and DVD's back on the shelving units; and Germantown Egg Company for their donation of egg boxes. Jean will send the Thank You cards on behalf of the library board and staff.

Bonnie Holzinger made a motion to adjourn the meeting at 9:08 p.m. and it was seconded by Gwen Fischer. The motion carried with all ayes.

The next meeting is scheduled for Tuesday, February 4, 2014 at 8:00 p.m.

Jean Steinmann, President

Gwen Fischer, Secretary

Secretary's Report 12/1/15

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Bonnie Holzinger, Jim Sprengel, Cyndi Riley, Judy Kampwerth, Gwen Fischer and Yvonne Ratermann

Trustees absent: Chris Dixon Angie Becker

Also attending Jan Thomas, Librarian

Secretary's Report: A quorum was established Motion made by Bonnie Holzinger to approve the agenda-seconded by Judy Kampwerth the -agenda approved

Treasurer's Report: The November meeting had been cancelled - Motion made by Gwen Fischer to approve the October 2015 Treasurer's report –seconded by Bonnie Holzinger Roll call vote October report unanimous approval.

A motion was made by Cyndi Riley to approve the November 2015 Treasurer's report –seconded by Yvonne Ratermann- Roll call vote November report unanimous approval.

Librarians Report: Jan reported the new computer is in, working and came in under budget.

Committee Reports

Building: Finance: No Report

Books: No Report

Unfinished Business: Tech Electronic bill: Jan talking go to get bill knocked down since they only replaced batteries and preformed regular maintenance.

New Business:

Father Frerker and Mary Jansen will have book signings at the library

Per Capita Grant-Board was in agreement not to pursue this year.

AT& T –Library will not be changing from the service that they already have in place.

Prescription Savings program- Library was asked to put their literature out – Board agreed it was ok to put out as information to public.

Holiday Hours- Motion made by Judy Kampwerth and seconded by Cyndi Riley that Holiday hour are as follows:

Christmas Eve –Closed

Christmas Day- Closed

New Year' Eve-Closed at 3:00

New Year's Day-Closed

Saturday, January 2, 2016-Open regular hours

Board approved Holiday Hours

Gwen Fischer made a motion to adjourn the meeting at 8: p.m. and it was seconded by Bonnie Holzinger. Meeting adjourned.

The next meeting is scheduled for Tuesday, January 5, 2016 at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

SECRETARY'S REPORT
November 3, 2015

No Meeting, did not have a quorum.

Secretary's Report 10 / 6 /15

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Angie Becker, Bonnie Holzinger, Jim Sprengel, Cyndi Riley and Yvonne Ratermann

Trustees absent: Judy Kampwerth, Gwen Fischer, Chris Dixon

Also attending Jan Thomas, Librarian

Secretary's Report: A quorum was established- motion by Angie Becker to approve agenda seconded by Yvonne Ratermann- the agenda approved. Motion made by Bonnie Holzinger to approve Secretary's report –Seconded by Cyndi Riley.

Treasurer's Report:

Motion to approve Treasurer's report by Angie Becker – Seconded by Bonnie Holzinger –Roll call vote unanimous approval.

Librarians Report: The new vacuum was delivered.

There was also a problem with alarms going off on a Saturday and Sunday. Jan had gotten a call that there was a fire alarm going off. Rushed to Library the fire department said there was no fire. She called, Tech Electronics, the alarm company. The alarms were checked out, batteries changed. There had been no problem since. The board had a question if they would be billed. Jan said that she had not received a bill as of this date.

Committee Reports: No Report

Building: Finance: No Report

Books: No Report

Unfinished Business: The alley behind library was rocked and oiled. The library will be billed by city for the library's portion \$400. Bonnie Holzinger made a motion to pay the \$400 Cyndi Riley seconded it. Roll call vote was unanimous.

New Business: Jan stated she filled out the Illinois State Library Capital Needs assessment Survey. It asked whether the library was going to do anything to do improvements. Even though the board has no plans for more improvement the survey still had to be filled out.

Jan also informed the board that one of the oldest computers went out. After a discussion a motion was made by Bonnie Holzinger to purchase a new computer with a limit of \$750. Yvonne Ratermann seconded the motion. Roll call vote was unanimous.

Angie Becker made a motion to adjourn the meeting at 8:35 p.m. and it was seconded by Cyndi Riley.

The next meeting is scheduled for Tuesday, November 3, 2015 at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report 9 / 1 /15

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Judy Kampwerth, Bonnie Holzinger, Angie Becker, Cyndi Riley, Gwen Fischer, and Yvonne Ratermann, Jim Sprengel

Trustees absent: Chris Dixon

Also attending Jan Thomas, Librarian, Mayor Charles Hilmes

Secretary's Report: A quorum was established and motion was made by Bonnie Holzinger to approve the Secretary's report seconded by Gwen Fischer-so moved.

Treasurer's Report: A motion was made by Yvonne Ratermann to approve the Treasurer's report seconded by Bonnie Holzinger. Roll Call vote – Treasurer's report approved

Librarians Report: Jan reported that the vacuum was having problems. It's still under warranty, hopefully it will be fixed by September 2nd.

Committee Reports

Building: Finance: No Report

Books: No Report

Unfinished Business: No Report

New Business: A Megan Fox of "Storytime with Megan Fox" made a non-commercial FOIA request for electronic production of documents. She is wanting information on the board. She also wants it to be produced in 5 business days to the following email address storytimewithmeganfox@gmail.com. It was agreed that the information on board members is available through many resources. It was suggested that board members have email address' linked to the library.

A question on if the alley behind library could be fixed. Mayor Hilmes explained the city has policy that they do not fix alleys, it is the adjoining property owner's responsibility.

Judy Kampwerth, treasurer for the board, reported she signed the paperwork to be bonded at the time of the meeting per Bill Koetting request.

Mayor Hilmes spoke to library, he stated that the outside of building is taken care of by the city the inside is the responsibility of the library board. He specified that the tax money collected for

the library has to be used for the library. He also pointed out that the Library board answers to the public.

Angie Becker made a motion to adjourn the meeting at 8:45 p.m. and it was seconded by Bonnie Holzinger.

The next meeting is scheduled for Tuesday, October 6, 2015 at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report 8 / 4 /15

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Judy Kampwerth, Bonnie Holzinger, Angie Becker, Cyndi Riley, Chris Dixon, and Yvonne Ratermann, Jim Sprengel

Trustees absent: Gwen Fischer

Also attending Jan Thomas, Librarian, Diane Holtgrave, Librarian and Gary Usselman, Council Liaison.

Secretary's Report: A quorum was established and motion was made by Cyndi Riley to approve the Secretary's report seconded by Chris Dixon so moved. A motion was made by Chris Dixon to approve the agenda seconded by Judy Kampwerth – Motion approved.

Treasurer's Report: A motion was made by Bonnie Holzinger to approve the Treasurer's report seconded by Chris Dixon. Roll Call vote – Treasurer's report approved

Librarians Report: Jan reported that all paper work was sent to Mark Richter for the Audit. Also the Summer reading Program for 6-12 year olds went well.

Committee Reports

Building: Finance: No Report

Books: No Report

Unfinished Business: No Report

New Business: Jean Steinman reported that Tempo Bank had contacted her asking if the library board wants to keep the account active. It was decided to keep it active.

Jan and Diane asked to have their salaries reviewed, they then left and it was decided by the board that the offer would be not be changed.

Judy Kampwerth made a motion to adjourn the meeting at 9:00 p.m. and it was seconded by Chris Dixon.

The next meeting is scheduled for Tuesday, September 1, 2015 at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report 7 / 7 / 15

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Judy Kampwerth, Bonnie Holzinger, Angie Becker, Cyndi Riley, Gwen Fischer, Chris Dixon, and Yvonne Ratermann, Jim Sprengel

Trustees absent:

Also attending Jan Thomas, Librarian

Secretary's Report: A quorum was established Chris Dixon made a motion to approve the agenda Bonnie Holzinger seconded it. Roll call- Motion approved

Treasurer's Report: Yvonne Ratermann made a motion to approve the Treasurer's report. Bonnie Holzinger seconded the motion. Roll call Motion approved

Librarians Report: Jan Thomas, Librarian stated the Summer Reading program is going well – 50 children in the program with a waiting list. Wally's donated Milk Shakes for the program this year. Jan explained each year a business donates a treat.

Committee Reports. No Report

Building: Finance: No Report

Books: No Report

Unfinished Business:

The Paul Roseberry Memorial stone was placed in the Landscaping.

The stump from the tree taken down and the hole filled in.

Light was fixed

New Business: Oath of Office taken by Jim Sprengel, Bonnie Holzinger, Cyndi Riley, Yvonne Ratermann

Jan Thomas is considering retiring. Board will postpone discussion until a later date

New Business: 8:24 pm motion made by Jean Steinman for Library Board to go into Executive Session to discuss Staff salaries Seconded by Chris Dixon

Executive session ended 8:57pm

Decision: 1.7% raise given to all Staff.

Bonnie Holzinger made a motion to adjourn the meeting at 9:10 pm and it was seconded by Judy Kampwerth

The next meeting is scheduled for Tuesday, August 4, 2015 at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report 6 / 2 /15

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Judy Kampwerth, Bonnie Holzinger, Angie Becker, Cyndi Riley, Yvonne Ratermann

Trustees absent: Chris Dixon, Jim Sprengel, Gwen Fischer

Also attending Jan Thomas, Librarian and Gary Usselman, Council Liaison

Secretary's Report: Bonnie Holzinger made a motion to approve the minutes with two corrections. Judy Kampwerth seconded the motion.

A quorum was established and the agenda approved

Treasurer's Report: A motion was made by Angie Becker to approve Treasurer's report. It was seconded by Bonnie Holzinger.

Librarians Report: Jan stated the Summer "Read to the Rhythm" reading program has 35 children signed up already. The notice has not been put in newspaper but will go in next week. There are spots for a total of 50 children. There are three entertainers contracted for the program.

Committee Reports

Building: Jan informed the board that the stump from one of the trees that had to be taken out needs to be filled because of the size and location. Also, the ballast for a light in the library will need to be replaced. Work orders will be written out.

Finance: No Report

Books: No Report

Unfinished Business: The Annual Report was e-filed to the State.

New Business: There was much discussion on where the stone donated in memory of Paul Roseberry should be placed. The stone had been placed by a tree donated in memory Paul. The tree had damage and had to be taken down. It was tabled until next month when suggestions will be considered.

A motion was made by Jean Steinman and seconded by Cyndi Riley to again offer non-resident cards for \$100 starting July 1, 2015. The State has the formula that determines the price that is to be charged.

Jean Steinman made a motion to adjourn the meeting at 8:20 p.m. and it was seconded by Yvonne Ratermann.

The next meeting is scheduled for Tuesday July 7, 2015 at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report – May 5, 2015

The meeting was called to order at 8:08 p.m. by President Jean Steinman.

Trustees present: Chris Dixon, Gwen Fischer, Bonnie Holzinger, Judy Kampwerth, and Jean Steinman

Trustees absent: Angie Becker, Yvonne Ratermann, and Jim Sprengel , Cyndi Riley.

Also attending: Jan Thomas, Librarian and Deb Koetting, Council Liaison

A quorum was established and the agenda was approved.

Secretary's report:

Bonnie Holzinger made a motion to approve the Secretary's report and Judy Kampwerth seconded the motion. The motion was approved.

Treasurer's report:

Chris Dixon made a motion to approve the Treasurer's Report and it was seconded by Bonnie Holzinger. The motion was approved on a roll call vote.

Librarian's report:

- A. **IPLAR** – Jan Thomas reported to the board that she was working on the Illinois Public Library Annual Report (IPLAR) that is due by the end of May 2015.
- B. **Vacuum** – Jan told the board that Sheila Meyer said the vacuum cleaner was not working properly. They had a repairman look at it and he said it was a problem with the sensory board. The vacuum is still under warranty so a new sensory board was ordered.
- C. **New color printer** – the new color printer has been purchased and installed for the patron's use. After a brief discussion, the board suggested that Jan take the old printer to the Breese Boy Scouts drop-off site.

Committee Reports:

Books: N/A

Building: N/A

Finance: N/A

Unfinished Business:

- A. **Budget** – The board reviewed the 2015/2016 budget and determined that no changes were required.
- B. **EBE contract** – Jan told the board that she found out the annual service fee for the Microfiche reader was \$600 but it did not include any parts if needed for repairs. She said a technician cleaned the reader last month and told her that it looked good. The board held a brief discussion and Jean Steinman made a motion to discontinue the contract. Judy Kampwerth seconded the motion and it was approved on a roll call vote.

New Business:

- A. OCLC Contract** – Jan reported that the OCLC contract from the Illinois Heartland Library System was due in the amount \$706.21. She said this is a fee for cataloging services provided for FY2016 via the ILLINET/OCLC Services Program Agreement. Jean Steinman made a motion to renew the contract. Bonnie Holzinger seconded the motion and it was approved on a roll call vote.
- B. New council liaison** – Deb Koetting reported that Gary Usselman was appointed by the mayor to replace her as the Breese City Council Library Board liaison.

Gwen Fischer made a motion to adjourn the meeting at 8:42 p.m. and it was seconded by Chris Dixon. The motion carried with all ayes.

The next meeting is scheduled for Tuesday, June 7th, 2015 at 8:00 p.m.

Jean Steinmann, President

Gwen Fischer for Yvonne Ratermann, Secretary

Secretary's Report – April 7, 2015

The meeting was called to order at 8:17 p.m. by President Jean Steinman.

Trustees present: Angie Becker, Gwen Fischer, Bonnie Holzinger, Judy Kampwerth, Cyndi Riley, Jim Sprengel, and Jean Steinman

Trustees absent: Chris Dixon and Yvonne Ratermann

Also attending: Jan Thomas, Librarian and Deb Koetting, Council Liaison

A quorum was established and the agenda was approved.

Secretary's report:

Cyndi Riley made a motion to approve the Secretary's report pending a revision to include the officer nominating committee of Jean Steinman, Judy Kampwerth, Yvonne Ratermann, and Chris Dixon. Judy Kampwerth seconded the motion. The motion was approved.

Treasurer's report:

Gwen Fischer made a motion to approve the Treasurer's Report and it was seconded by Angie Becker. The motion was approved on a roll call vote.

Librarian's report:

- A. **Economic Interest Filing** – Jan Thomas informed the board that the Statement of Economic Interests forms needed to be completed by all trustees so that they can be filed with the County Clerk. She will return all statements to Bob Venhaus, and he will send to the County Clerk's office.

Committee Reports:

Books: N/A

Building: N/A

Finance: The board members prepared the budget for the 2015/2016 fiscal year with a total budgeted amount of \$204,205.28.

Unfinished Business: N/A

New Business:

- A. **Election of Officers** - Jean Steinman, Angie Becker, Judy Kampwerth, and Yvonne Ratermann agreed to continue in their capacity as officers. Jean Steinman made a motion to accept the slate of officers and Cyndi Riley seconded the motion. The officers were elected by acclamation:
 - Jean Steinman – President
 - Angie Becker – Vice President
 - Judy Kampwerth – Treasurer
 - Yvonne Ratermann - Secretary

- B. New color printer** - Jan told the board that patrons are having issues printing anything from the color printer. She said the colors are off and the text is blurry. She said that Mark Olliges cleaned the printer but indicated that it can't be repaired and a new printer is needed. He suggested getting a Hewlett Packard (HP) model. Bonnie Holzinger made a motion to approve Jan purchasing a new color laser jet printer up to a \$500 limit. Cyndi Riley seconded the motion and it was approved on a roll call vote with all ayes.
- C. EBE Contract** – Jan also shared the EBE Contract (service contract) that the library received for the microfilm reader/printer at a cost of \$620. The board discussed the cost of this annual maintenance contract and tabled the payment of this bill until next month's meeting. They asked Jan to call and find out the cost of a service visit and to also inquire if preventative maintenance and parts are included in this annual cost.

Bonnie Holzinger made a motion to adjourn the meeting at 8:37 p.m. and it was seconded by Angie Becker. The motion carried with all ayes.

The next meeting is scheduled for Tuesday, May 5, 2015 at 8:00 p.m.

Jean Steinmann, President

Gwen Fischer for Yvonne Ratermann, Secretary

Secretary's Report 3/3 /15

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Judy Kampwerth, Bonnie Holzinger, Cyndi Riley, Gwen Fischer, Chris Dixon, and Yvonne Ratermann

Trustees absent: Angie Becker, Jim Sprengel
Also attending: Jan Thomas, Librarian, Deb Koetting

A quorum was established and the agenda approved.

Secretary's Report: Minutes approved

Treasurer's Report: Chris Dixon made a motion to approve the Treasurers report

The motion was seconded by Bonnie Holzinger. Motions was approved by a roll call vote.

Librarians Report: Jan reported because of increase in wasted paper coming off the printers. The staff will be putting useable paper back into the printers. Patrons will be told if they need to print important projects they can ask the staff and they will put clean paper in the printers.

Committee Reports

Building: No Report

Finance: No Report

Books: No Report

Unfinished Business: No Report

New Business: Jean Steinman reported that someone asked if they could buy the old desk that was in the Staff office. After a discussion it was suggested that a donation of \$25 would be fair.

Chris Dixon made a motion to adjourn the meeting at 8:36 p.m. and it was seconded by Cyndi Riley.

The next meeting is scheduled for Tuesday, April 7, 2015 at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

HP OfficeJet
Personal Printer/Fax/Copier

Fax Log Report for
BREESSE PUBLIC LIBRARY
16185260143
Feb-18-14 09:40 AM

Identification	Result	Pages	Type	Date	Time	Duration	Diagnostic
5264693	OK	01	Sent	Feb-18	09:40A	00:00:16	002586030022

Secretary's Report
2/11/2015

Library Board Dinner

No meeting held

Secretary's Report 1/6/15

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Gwen Fischer, Judy Kampwerth, Cyndi Riley, Chris Dixon, Bonnie Holzinger, and Yvonne Ratermann

Trustees absent: Jim Sprengel, and Angie Becker

Also attending Jan Thomas

A quorum was established and the agenda approved.

Secretary's Report: Bonnie Holzinger made a motion to approve the minutes from the previous meeting and it was seconded by Gwen Fischer.

Treasurer's Report: Chris Dixon made a motion to approve the Treasurer's Report the motion was seconded by Bonnie Holzinger and approved on a roll call vote.

Librarians Report: Jan showed all the Illinois State Library Certification.

Jan also asked if the board wanted to have the Mobile Home tax to be an Automatic Deposit.

All agreed for Jan to set the automatic deposit set up.

Committee Reports

Building: No Report

Finance: No Report

Books: No Report

Unfinished Business: Dialogue by Board on having a Holiday Party. After much discussion was decided to have a meeting and party on the same night, February 11, 2015 at The Chop House, at 6:00.

Chris Dixon made the reservations.

New Business: With a unanimous vote, the Board Authorized payment for the staff's accumulated sick leave.

Cyndi Riley made a motion to adjourn the meeting at 8:36 p.m. and it was seconded by Gwen Fischer.

The next meeting is scheduled for Wednesday, February 11, 2015 at 6:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report 12 /6/16

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Mary Hereen, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Cyndi Riley, Gwen Fischer, Angie Becker, and Judy Kampwerth

Trustees absent:

Also attending Angie Chute, Librarian

Secretary's Report: A quorum was established. Judy Kampwerth made a motion to accept the Secretary's report; Gwen Fischer seconded it and the Secretary's report was accepted.

Treasurer's Report: Bonnie Holzinger made a motion to accept the Treasurer's report; Yvonne Ratermann seconded it. A roll call vote was called and the motion was approved.

Librarians Report: Angie Chute reported that the Reading area is being heavily used.

Judy Kampwerth reported on the TIFF meeting she attended as a Library representative. Angie reported on the TIFF meeting she attended at 6:30 this evening. Both expressed interest in the information they received at each meeting. Angie said she was told the library may not receive more money but we would not get less.

Angie stated she does 2 Story Times a month for the Head Start program. There were thirty-eight attendees at the last program she did. She also indicated she purchased literature holders to display items. She is displaying the list of book discussions for next year.

She reported that she had called about having the fire extinguisher installed. She is waiting for a call back.

Angie put before the board the possibility of closing early on Friday December 23, 2016. She explained that Friday nights are usually slow and she and the staff thought it would be slow being that close to Christmas.

After much discussion Mary Hereen made a motion to close early on December 23rd at 6:00 pm. Jim Sprengel seconded. Roll Call vote passed unanimously.

Committee Reports

Building: No Report

Finance: No Report

Books: No Report

Unfinished Business:

New Business: The board requested the payroll report be changed to reflect the 2 week pay period with a breakdown of work hours, vacation and sick leave. Angie said she would change the report to show the breakdown.


Bonnie Holzinger asked the Board to proof the Phone Tree that she had redone. She will send out to the board.

Bonnie also retyped the Fees and Fine, Sick leave and Vacation, funeral leave and Jury duty policies per the last meeting discussion. Due to lack of time the board tabled proofing it until next meeting.

A question on if we would be receiving the planner from the city this year. Jean will check into it.

Bonnie Holzinger made a motion to adjourn the meeting at 8:40 p.m. and it was seconded by Mary Hereen.

The next meeting is scheduled for Tuesday, January 3, 2017 at 8:00 p.m.


Jean Steinman, President


Yvonne Ratermann, Secretary

Secretary's Report 11 /1/16

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Mary Hereen, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Gwen Fischer, Angie Becker, and Judy Kampwerth

Trustees absent: Cyndi Riley

Also attending Angie Chute, Librarian, and Gary Usselmann , Alderman and Library Liaison

Secretary's Report: A quorum was established. Bonnie Holzinger made a motion to accept the Secretary's report; Mary Hereen seconded it and the Secretary's report was accepted.

Treasurer's Report: Gwen Fischer made a motion to accept the Treasurer's report. Yvonne Ratermann seconded it. A roll call vote was called and the motion was approved.

Librarian's Report: Angie reported she did 2 storytimes at the Breese Headstart with an attendance of 35 children. There were 29 in attendance at the Storytime with Jan this month. December 1 is the next Storytime /Miss Jan the theme will be zoo animals Angie and Jan are thinking of doing a second Storytime with Miss Jan for younger children.

The book discussion group had 6 in attendance. It was the last discussion group for 2016. Next year, the Book discussion group will meet on the 3rd Monday of each month. January 16, 2017, will start with *Henry's Sisters* by Kathy Lamb.

On December 12, 2016, Brenda Kohlbrecher will be doing a book signing. Brenda will be signing not only her children's book but her adult book as well.

Angie reported she purchased new mouse pads with the lettering "Breese Library" with the library's phone number and the website. She also ordered and updated magazines for the library.

Angie handed out the April 30, 2016, audit. Also, the City of Breese will have a TIF meeting on November 4th at 10:00 am. She asked for a board member to represent the library at this meeting. Angie Chute and Judy Kampwerth will represent the library. Angie will also represent the library at a Public hearing on December the 6th at 6:30. It was decided to not change the Library board meeting: Angie will be back in time for the Library board meeting at 8:00pm.

Angie asked that vacation be addressed in hours instead of days. After much discussion on sick leave, vacation, and funeral leave, it was decided to modify the policy wording to be reported in hours. The board also chose to clarify that a week is 40 hours.

Angie informed the board that the Ebsco Company wants to bring in standing phone/equipment charger. Ebsco is a magazine subscription service. The board decided not to take advantage of the offer.

Angie asked about the holiday schedule for November and December. The board decided

- Veterans Day – Closed
- Thanksgiving Closed – Friday (November 25th) Open
- Christmas Eve – Closed all day
- Monday After Christmas – Closed (Christmas is on Sunday and the library already closed)
- Monday After New Year's Day Closed (New Year's day is on Sunday and the library already closed)

Committee Reports

Building: Carpets will not be cleaned until spring.

Finance:

Books:

Unfinished Business: A fire extinguisher needs to be installed – the board did a walk through on where to mount it. Angie will call Albers Fire Extinguisher Company to have it installed.

New Business: A question on people parking on the library lot after hours. Answered – the parking lot is public parking.

The phone tree needs to be updated. Angie will get the updated information to Bonnie Holzinger, she will send to the board.

Bonnie Holzinger made a motion to adjourn the meeting at 8:58 p.m. and it was seconded by Mary Hereen.

The next meeting is scheduled for Tuesday, December 6, 2016, at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report 10 /4/16

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Mary Hereen, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Cyndi Riley, Gwen Fischer, Angie Becker, and Judy Kampwerth

Trustees absent:

Also attending: Angie Chute, Librarian

Secretary's Report: A quorum was established. On a motion by Gwen Fischer and second by Judy Kampwerth, the Secretary's report was accepted and approved with corrections.

Treasurer's Report: On a motion by Bonnie Holzinger and a second by Jim Sprengel, the Treasurer's report was accepted. A roll call vote was called and the Treasurer's report was approved.

Librarian's Report: Angie Chute is tracking the number of people who utilized paid library services, i.e., faxes, laminating, etc., and will add it to the Librarian's report.

Angie took the line out of the Librarian's report that reported total hours of service for the month and added Program attendance.

Per Angie, the first adult book discussion, on *The Guernsey Literary and Potato Peel Pie Society*, had four attending. The next book discussion will be Monday, Oct 17, on *Water for Elephants*. The group will not meet in November or December with sessions resuming in January.

The September "Storytime with Jan" had 24 attending – 13 children and 11 adults. The October Storytime theme will be elephants. Jan is having an assistant come in to help with Storytime. There is also an exchange student that will be coming in to help.

Angie
Jan informed the board there were repairs made. The ballast in one of the lights was replaced. Also, the doors in front were switched. The library hours were on the inside door. That door was switched to the outside to make the hours easier to read.

Committee Reports

Building: No report

Finance: No report

Books: No report

Unfinished Business: No report

New Business: Cyndi Riley asked if anyone had seen the article and picture of the Library ribbon cutting that took place 25 years ago. It was included on the Breese Journal's *Looking Back* page.

On a motion by Mary Heeren and second by Cyndi Riley, the meeting was adjourned at 8:40 p.m.

The next meeting is scheduled for Tuesday, November 1, 2016 at 8:00 p.m.



Jean Steinman, President



Yvonne Ratermann, Secretary

Secretary's Report 9/6/16

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Mary Hereen, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Cyndi Riley, Gwen Fischer

Trustees absent: Angie Becker, Judy Kampwerth

Also attending Angie Chute, Librarian

Secretary's Report: A quorum was established. Bonnie Holzinger made a motion to accept the Secretary's report; Gwen Fischer seconded it and the agenda was approved.

Treasurer's Report: Mary Hereen made a motion to accept the Treasurer's report Yvonne Ratermann seconded it. A roll call vote was called and the motion was approved.

Librarians Report: Angie started by quoting a few statistics. There are 38,120 eBooks in the whole library system and 31,846 items that are *circulated* throughout the whole library system.

She also reported that she purchased Juvenile non-fiction replacement books. Books that are weeded out will be put in the Last Chance collection. She said that she and the staff are weeding out and reorganizing the storage room.

When asked about how the new pricing was received she said it was started day after the board meeting and all went well. She updated the webpage with the new pricing and put up signs.

The first Storytime with Jan had 3 children and 4 adults in attendance. Angie said she had inquiries about the next Story time. The next Storytime will have a Lions theme.

There also will be a new program – A book Discussion group. It will be September 19th, the book to be discussed is *The Guernsey Literary and Potato Peel Pie Society* by Mary Ann Shaffer & Ann Barrows. Angie has been updating the Library Facebook page and sending information to the newspaper. She is also updating the sign-up sheets for the computers; there is a sign-in, but not a sign-out area. The Labor Notices were printed and posted in compliance with the Federal law.

Angie then informed the board she changing payroll periods to correct some problem.

Committee Reports

Building: No Report

Finance: No Report

Books: No Report

Unfinished Business:

New Business: Angie called the city to have the roof checked. They had Litteken Construction check and the workers found the roof has problems. Angie will have to check with Don Voss on what should be done.

She also stated that the library is in need of a wall clock in the Kids room. The board agreed to have Angie and staff pick the kind they want and buy it.

Angie asked to have a 3rd signer on the bank account.

The board still had questions on the sick leave policy. Angie will check with Clare at city hall.

Bonnie Holzinger made a motion to adjourn the meeting at 8:46 p.m. and it was seconded by Cyndi Riley.

The next meeting is scheduled for Tuesday, October 4, 2016 at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report 8/2/16

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Jim Sprengel, Judy Kampwerth, Jean Steinman, Bonnie Holzinger, Cyndi Riley, Mary Heeren, and Yvonne Ratermann *Joan Fischer*

Trustees absent: [REDACTED] Angie Becker

Also attending Angie Chute, Librarian

Secretary's Report: A quorum was established. Bonnie Holzinger made a motion to accept the secretary's report and Mary Hereen seconded it - the agenda was approved,

Treasurer's Report: Yvonne Ratermann made a motion to approve the Treasurer's report and Bonnie Holzinger seconded it. Roll call vote – the Treasurer's report was approved

Librarian's Report: Angie reported there were four events during the Summer Reading program with a total of 155 attendees. She also said she is weeding out books and has a "Last Chance" book area. Any book that has not been checked out in over a year will be put into the "Last Chance" area and if it is not checked out in the following weeks it will be purged from the system.

She also updated the Library Facebook page with several videos and picture of the Summer reading programs. She would like to eventually link the Library web page to Facebook.

She stated she received the AC repair bill and has been reimbursement by the city. And she and the staff are cleaning out the filing cabinets.

Also, with the change in the system the staff has been fielding a lot of phone calls about eBooks.

Angie noted that she had talked with Clare Gebke from City Hall about keeping track of staff hours. Angie asked about looking into a time card system. For now she has made a color-coded calendar to keep track of hours. She also informed the board that she did apply for a credit card and received it for Library purchases.

She went to Barcode training in Edwardsville and can now delete books from the system. She also took advantage of video conferencing.

Angie reported that the first Storytime with Jan will be August 11th. Jan has getting ready with songs, stories and crafts. It will be geared towards 3-5 year olds.

Committee Reports

Building: No report

Finance: No report

Books: No report

Unfinished Business: Jean Steinman turned in a bill for reimbursement for Jan Thomas's retirement gift card.

New Business: Angie stated that she had done research on what other libraries charge for black and white copies, color copies and Internet use fees. After her report, Cyndi Riley made a motion to charge the following:

\$.20 per page for black and white

\$.25 per page color

and to have free Internet starting immediately

Mary Hereen seconded the motion. The motion was approved.

After several board members stated that they had seen many libraries have articles in the surrounding newspapers, it was decided that Library newsworthy items would be sent to Cyndi Riley at the Breese Journal.

Bonnie Holzinger made a motion to adjourn the meeting at 9:01 p.m. and it was seconded by Cyndi Riley.

The next meeting is scheduled for Tuesday, September 6, 2016 at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report 7/5/16

The meeting was called to order at 8:10 p.m. by President Jean Steinman.

Trustees present: Jim Sprengel, Gwen Fischer, Judy Kampwerth, Jean Steinman, Bonnie Holzinger, Cyndi Riley, Angie Becker, Mary Heeren, and Yvonne Ratermann

Trustees absent:

Also attending Angie Chute, Librarian, and Gary Usselman, Council Liaison.

Secretary's Report: A quorum was established and the minutes approved with a date correction. Motion to approve by Bonnie Holzinger – seconded by Cyndi Riley.

Treasurer's Report: Discussion on the purchase of an office chair and on a maintenance repair bill. Questions will be answered at next meeting. A motion made by Angie Becker to accept the treasurer's report when questions are answered – seconded by Gwen Fischer.

Librarians Report: Angie explained how she would like to change the way petty cash is handled, with more of a check and balance.

She also reported the Polaris program did not update – Library systems are all having problems.

She said lots of things going on
there is now a new book delivery system schedule.

The first day of Reading program starting. Angie updated the Library facebook and would like to update the Library webpage.

Starting next month and once a month after Jan Humphrey, the library clerk, is doing a program called Reading with Jan.

Angie would like to start a Book Discussion group starting in September. This group would meet January through October.

There was discussion on revamping payroll. so it would have more checks and balances Angie had questions on how sick leave was determined. Jean will check.

Also the phone tree will be updated with the staff numbers.

Committee Reports No Reports

Building: Finance:

Books:

Unfinished

Old Business: Thank you card from Jan Thomas.

The Board thanked Mary Heeren and Jean for taking care of the gifts & the party.

There was much discussion on payroll check signing and the signing of checks for day to day bills. It was decided to change the procedure so the Director signs checks with either the treasurer or President being the second signer.

New Business: Salaries

Bonnie Holzinger made a motion to go into executive session to discuss salaries. Judy Kampwerth seconded the motion.

The board went into Executive session at 9:10 pm.

Executive Session ended at 9:32 pm.

A decision was made to give both Diane Holtgrave, assistant librarian, and Shelia Sellers, the maintenance worker, a thirty cent an hour raise. Since Angie Chute and Jan Humphrey had just been hired they will be considered for raises next year at raise time.

Judy Kampwerth made a motion to adjourn the meeting at 9:35 p.m. and it was seconded by Bonnie Holzinger.

The next meeting is scheduled for Tuesday, August 2, 2016 at 8:00 p.m.


Jean Steinman, President


Yvonne Ratermann, Secretary

Secretary's Report 6/7/16

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Jim Sprengel, Judy Kampwerth, Bonnie Holzinger, Mary Heeren, Cyndi Riley, Gwen Fischer, Angie Becker, and Yvonne Ratermann

Trustees absent:

Also attending Jan Thomas, Librarian

Secretary's Report: A quorum was established and motion made by Gwen Fischer to approve the agenda –seconded by Judy Kampwerth – motion approved

Treasurer's Report: A motion made by Bonnie Holzinger to approve the Treasurer's report – seconded by Mary Heeren – roll call vote approved unanimously

Librarians Report: Jan reported the Summer Reading program will begin July 5th –“Read for the Win” the theme for this summer is the Olympics.

Committee Reports

Building: Finance: No Report

Books: No Report

Unfinished Business: Annual report is due the 1st of July – Jan will submit

New Business:

Library system doing away with “Overdrive” and will be replacing with 3M Cloud. It will hold more e books and downloadable Audio Books.

A motion was made by Bonnie Holzinger that the Library will again offer Non – Resident Cards as of July 1st with a fee of \$100 (this calculation is preset by the system). Cindi Riley 2nd the motion. A roll call vote was called the vote was unanimous.

Jan's accrued sick leave –Jan's sick and vacation pay was discussed and found there was a misunderstanding on how the IMRF Contribution worked. It was decided that Jean and Jan would get with payroll for clarification and then it would be paid out per Jan's choice at the Policy Manual's rate.

Since Jan is retiring as of July 1st the Board will be giving Jan a retirement dinner on June 28, 2016 at 6:30 pm at Chop House in St. Rose. A motion was made by Mary Heeren to close library at 6:00 to give the staff time to arrive at the retirement dinner to be posted a week in advance and seconded by Bonnie Holzinger. A motion was made by Cyndi Riley to get Jan a gift card and seconded by Angie Becker. Everyone agreed on the framed Mary Engelbreit poster / name plaque and authorized Mary Heeren to purchase.

Decision on the New Librarian.

After much discussion a candidate for the new librarian was chosen. Jean Steinman will contact the candidate. She will inform the board if the candidate has accepted and will have candidate sign the contract.

Gwen Fischer made a motion to adjourn the meeting at 9:43 p.m. and it was seconded by Bonnie Holzinger.

The next meeting is scheduled for Tuesday, July 7, 2016 at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report – May 3, 2016

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Gwen Fischer, Bonnie Holzinger, Jim Sprengel, Jean Steinman, Judy Kampwerth, Angie Becker, Cyndi Riley, and Mary Heeren

Trustees absent: Yvonne Ratermann

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Secretary's report:

A correction to the April minutes was required. During the April meeting, the officers for the Library Board were elected on a motion of affirmation made by Bonnie Holzinger and seconded by Cyndi Riley. The motion was approved. Jim Sprengel made a motion to approve the corrected minutes from the previous meeting and it was seconded by Cyndi Riley. The motion was approved.

Treasurer's report:

Mary Heeren made a motion to approve the Treasurer's Report. It was seconded by Angie Becker and the motion was approved on a roll call vote.

Librarian's report:

- A. Jan is working on the Illinois Public Library Annual Report which is due 60 days after the Fiscal Year, which ends June 30th. She has started gathering the information, but the new Library Director should submit the report.
- B. The Library has been issued a new Discover Card with a micro chip. The business account card was issued in the name of Jan Thomas. Because the old card has not yet expired and will not expire until after Jan has retired, she stated the card should not be activated until a new Library Director is named and the card should be issued in his/her name. The board agreed.
- C. The OCLC contract is due June 30, 2016 at a fee of \$705.58. Jan suggested that the contract be held for the new Library Director to sign and submit. The board agreed.

Committee Reports: None

Unfinished Business:

- A. The 2016-2017 budget has not been submitted to the City of Breese because it could not be found on the library's laptop. Jean will work on it and send it to City Clerk Bob Venhaus.
- B. The cost of computer mouse pads with the Breese Library logo seems prohibitive. More research is required so the item was tabled.

C. The search for a new Library Director resulted in numerous applications. Seven applicants possess library experience and/or a degree in library science. It was decided that those seven would be contacted by e-mail to verify their continued interest. Gwen will draft a letter which she will e-mail to all board members for comments and/or suggestions; and Jean will then e-mail the applicants from the library, requiring a response by Tuesday, May 10.

New Business: Jan will figure out the date for her retirement dinner.

Judy Kampwerth made a motion to adjourn the meeting at 9:00 p.m. and it was seconded by Angie Becker. The motion carried with all ayes.

The next meeting is scheduled for June 7 at 8:00 p.m.

Jean Steinmann, President

Bonnie Holzinger for Secretary Yvonne
Ratermann

Secretary's Report 4 /5 /16

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Mary Heeren, Jean Steinman, Bonnie Holzinger, Cyndi Riley, Yvonne Ratermann, Gwen Fischer, Judy Kampwerth and Jim Sprengle

Trustees absent: Angie Becker

Also attending Jan Thomas, Librarian

Secretary's Report: A quorum was established. Mary Heeren made a motion to accept the Secretary's report Bonnie Holzinger seconded it. A roll call vote was taken and the agenda was approved.

Treasurer's Report: Gwen Fischer made a motion to accept the treasurer's report Bonnie Holzinger seconded it. A roll call vote was taken. The Treasurer's report was accepted.

Librarians Report: Jan reported that some lights were going out – she called the city to fix. Also, one of the toilets kept running Gerstner plumbing was called and they fixed it.

Committee Reports: The Budget was discussed –most items could stay the same but a few had to be upped.

Bonnie Holzinger made a motion to accept the budget. Cyndi Riley seconded the motion. A roll call vote was taken – the budget was accepted.

Building: Finance: No Report

Books: No Report

Unfinished Business: A brief discussion was held on the progress of hiring a new library director. Resumes are still coming in.

New Business: Slate of Officers was discussed – Slate of Officers for the Board will stay the same.

Gwen Fischer made a motion to adjourn the meeting at 8:35 p.m. and it was seconded by Judy Kampwerth.

The next meeting is scheduled for Tuesday, May 3, 2016 at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report – March 1, 2016

The meeting was called to order at 8:10 p.m. by President Jean Steinman.

Trustees present: Angie Becker, Gwen Fischer, Mary Heeren, Bonnie Holzinger, Cyndi Riley, Jim Sprengel, and Jean Steinman

Trustees absent: Judy Kampwerth and Yvonne Ratermann

Also attending: Jan Thomas, Librarian

A quorum was established and the agenda was approved.

Secretary's report:

Bonnie Holzinger made a motion to approve the minutes from the previous meeting and it was seconded by Cyndi Riley. The motion was approved.

Treasurer's report:

Angie Becker made a motion to approve the Treasurer's Report. It was seconded by Bonnie Holzinger and approved on a roll call vote.

Librarian's report:

- A. **New board member** – Mary Heeren was introduced as the new board member replacing Chris Dixon. She read and signed her Oath of Office at the meeting. Jan Thomas told Mary that she will also need to complete the Freedom of Information Act (FOIA) form.
- B. **Library Clerk** – Jan Thomas informed the board that Jan Humphrey was hired as the new part-time library clerk replacing Maribeth Rogers. Jan will work Tuesdays and Thursdays from 4-8 p.m. until the school year ends. Then she will work from 3-8 p.m. She will also fill in when Jan and Diane are on vacation. Maribeth's last day is March 3, 2016. Jan is currently in training, and her first day on the job will be March 8, 2016.
- C. **Annual Share Agreement** – Jan shared with the board details regarding the FY17 Annual Share Agreement from the Illinois Heartland Library System (IHLS). Membership fees will be \$2,878.00. The library opted for the cataloging status of Barcoding B. Items that are sent to the IHLS Bibliographic Services staff for original or copy cataloging have a fee of \$10.00 per item, with no limit to the number of items. Libraries will be billed quarterly for this SHARE service.

Committee Reports:

- A. **Finance (Budget)** – Jan said that the annual budget has to be approved and submitted by the Finance Committee by May 2016. The finance committee will review it at the next meeting.

Unfinished Business:

- A. Search for Library Director** – Bonnie Holzinger and Jean Steinman shared information with the board regarding requirements, responsibilities, and compensation/benefits for the new Library Director position. The board members reviewed the document and proposed several revisions. Bonnie will update the document and the board will hold another meeting on March 8, 2016 to review and finalize prior to posting the job opening in the newspaper and on electronic media.

New Business:

- A. Nominating Committee for election of officers** – Jean Steinman said that the current officers will participate on the nominating committee for the election of officers for the next fiscal year.
- B. IMRF (Illinois Municipal Retirement Fund) for Sheila Meyer** – Jean told the board that she was contacted by Mayor Charlie Hilmes regarding IMRF participation for Sheila Meyer. Charlie said that Sheila met the State of Illinois IMRF requirements because she worked more than 1000 hours in a year providing janitorial services for the city and the library. This qualifies her to participate in the IMRF. The library's portion of IMRF for Sheila will be 1.206% of her hourly salary. This is retroactive to January 1, 2016.

Bonnie Holzinger made a motion to adjourn the meeting at 9:17 p.m. and it was seconded by Gwen Fischer. The motion carried with all ayes.

The next meeting is scheduled for Tuesday, April 5, 2016 at 8:00 p.m.

Jean Steinmann, President

Gwen Fischer, for Secretary
Yvonne Ratermann

Secretary's Report 2 /2 /16

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Judy Kampwerth, Gwen Fischer, Jim Sprengel, Cyndi Riley, Bonnie Holzinger, Angie Becker, Jean Steinman, and Yvonne Ratermann

Trustees absent:

Also attending Jan Thomas, Librarian

Secretary's Report: A quorum was established motion was made by Bonnie Holzinger to approve the agenda Judy Kampwerth seconded – the motion was approved.

Treasurer's Report: Gwen Fischer made a motion to approve the treasurer's report. Bonnie Holzinger seconded the motion, a roll call vote was called – the Treasurer's report was approved unanimously.

Librarians Report: Jan Thomas reported

The Illinois State Library Certification process was completed and sent.

Jan informed the board that the Fax machine is outdated they can no longer purchase ink for the machine. The board recommended that Jan donate it to the Boy Scouts for recycling.

She also informed the board that Mary Beth is retiring that they will need a replacement soon. Mary Beth works part time 10 hours a week; Tuesday's and Thursday 3-8pm and fills in when staff is on vacation or are ill. The Board agreed to put an ad in the newspapers and on the library website. Jean Steinman made a motion to start the new hire at \$10 per hour, Jim Sprengel seconded it. A roll call vote was taken it was approved unanimously.

Committee Reports:

Building: Finance: No report

Books: No report

Unfinished Business: Need to replace Chris Dixon as a Library board member. Jan and the board will start asking around to see if there are any interested parties.

New Business: Replacing the Library Director. Jan passed out several samples of job postings placed on the Illinois Hartland Library system website. It was decided to study the requirements and knowledge others use to hire a library director. Bonnie Holzinger and Jean Steinman will bring to next meeting.

Angie Becker made a motion to adjourn the meeting at 8:42p.m. and it was seconded by Yvonne Ratermann. The next meeting is scheduled for Tuesday, March 1, 2016 at 8:00 p.m

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report 1 /5 /16

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Cyndi Riley, Judy Kampwerth, Angie Becker, Jim Sprengel, Gwen Fischer, Bonnie Holzinger, Yvonne Ratermann, and Jean Steinman

Trustees absent: Chris Dixon

Also attending Jan Thomas, Librarian

Secretary's Report: A quorum was established and the agenda approved

A motion was made by Judy Kampwerth to approve the secretary's report with a correction to the adjournment time. Should have been written as 8:36pm. Cyndi Riley seconded the motion. The motion was approved.

Treasurer's Report: Gwen Fischer made a motion to approve the treasurer's report, Angie Becker seconded the motion— a roll call vote was asked for – motion was approve unanimously.

Librarians Report:

Annual Library Certification- Jan Thomas reported that it is not available to January 11, 2016 Tech Electronics(the alarm system)- there was another problem with the system- the power unit burned out. It cost \$522.57 to fix.

Jan also reported that Chris Dixon has resigned from the Board. The board will be looking for a replacement.

Committee Reports: No Report

Building: Finance: No Report

Books: No Report

Unfinished Business: No Report

New Business: A motion was made by Angie Becker to approve the payment for accumulated excess sick leave. Bonnie Holzinger seconded the motion. A roll call vote was called – the motion was approved unanimously.

Jan Thomas will be retiring in June, the board will start looking for her replacement.

Cyndi Riley made a motion to adjourn the meeting at 8:27 p.m. and it was seconded by Judy Kampwerth.

The next meeting is scheduled for Tuesday, February 2, 2016 at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report 1/3/17

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Mary Hereen, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Cyndi Riley, Gwen Fischer, and Judy Kampwerth

Trustees absent: Angie Becker

Also attending Angie Chute, Librarian

Secretary's Report: A quorum was established Mary Hereen made a motion to accept the Secretary's report; Bonnie Holzinger seconded it and the Secretary's report was accepted.

Treasurer's Report: Gwen Fischer made a motion to accept the Treasurer's report Yvonne Ratermann seconded it. A roll call vote was called and the motion was approved.

Librarians Report: Angie Chute reported; she had scheduled several programs. She also created a calendar of upcoming events. They will be displayed so patrons can take home. Angie also requested a wooden display holder, it would involve moving several items. This would be an asset in displaying books and other items. The board asked her to look into buying the display holder.

Angie informed the board that she added a few items on the Librarians report and took a few things off. Book count and hours worked were taken out and study room usage and microfilm usage were added.

Angie also stated through the Metro East Managers Meeting she found out about borrowing Story Time kits for the 2-3yr old Program from Rend Lake College. She arranged to get several. Also, the Jr. Women's club has contacted her they are having Storytime in March and April.

Angie purchased a new flag for the outside of building. Maintenance hung the flag, they also changed the ballast in a light and the switch for the laminator was replaced. This month she has taken care of a flooded men's room floor, problem with the phones; Charter had to be called twice and there is still a problem.

Angie and the staff dealt with a massive book donation; they kept some, gave some away and donated some.

Committee Reports

Building:

Finance:

Books:

Unfinished Business: The board proofed the phone tree the board Bonnie Holzinger updated. The board also checked over the sick leave policy and the funeral leave policy. It was questioned if it should include "Step" wording e.g. Step parents, step grandparents. Bonnie will search for the correct wording.

New Business: Jim Sprengel made a motion to payout Diane Holtgrave's excess sick leave. Gwen Fischer seconded it. A roll call vote was called the motion was approved.

Judy Kampwerth made a motion to adjourn the meeting at 9:00 p.m. and it was seconded by Gwen Fischer.

The next meeting is scheduled for Tuesday, February 7, 2017 at 8:00 p.m.


Jean Steinman, President


Yvonne Ratermann, Secretary

Secretary's Report 2/7/17

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Mary Hereen, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Cyndi Riley, and Gwen Fischer.

Trustees absent: Angie Becker and Judy Kampwerth

Also attending Angie Chute, Librarian

Secretary's Report: A quorum was established. Mary Hereen made a motion to accept the Secretary's report; Bonnie Holzinger seconded it and the Secretary's report was accepted.

Treasurer's Report: Bonnie Holzinger made a motion to accept the Treasurer's report. Gwen Fischer seconded it. A roll call vote was called and the motion was approved.

Librarians Report: Angie handed out the staff schedule for the month of February to give the board an idea of how the scheduling looks.

She stated that the wireless router was installed. She will be using the credit card for postage (books being sent etc.) instead of using petty cash.

She also informed the board she made a sick leave record form; the Per Capita report had been completed; and the library certification is finished.

Angie also pointed out the new display area has a football theme in honor of the Super Bowl. February will feature a Presidents theme in honor of Presidents' Day.

She informed the board that she and the staff are rearranging the shelving – Science fiction is out and the Manga (graphic novel) series is in. She moved the scanner to the end of the computer area. The July reading programs are scheduled and a Lincoln interpreter is booked for April 15th.

Angie bought a computer tower for computer #5 and she would like to replace the computer towers one a year to keep from having a large bill when most of them go out. She asked for another handicap parking area to the right of the door. The board agreed. Angie will call the city on how to go about doing this.

A board member asked who makes the decision to close the library in bad weather. After a discussion, it was decided by the board in case of inclement weather the library personnel on duty would make the decision to close.

Bonnie Holzinger distributed revised material on sick leave, funeral leaves, and Jury duty, etc... The board proofed and agreed to put the revisions into the Board Policies.

Committee Reports No Reports

Building:

Finance:

Books

Unfinished Business: None

New Business:

Yvonne Ratermann made a motion to adjourn the meeting at 8:45 p.m. and it was seconded by Mary Hereen.

The next meeting is scheduled for Tuesday, March 7, 2017 at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report – March 7, 2017

The meeting was called to order at 8:02 p.m. by President Jean Steinman.

Trustees present: Angie Becker, Gwen Fischer, Mary Heeren, Bonnie Holzinger, Judy Kampwerth, Cyndi Riley, Jim Sprengel, and Jean Steinman

Trustees absent: Yvonne Ratermann

Also attending: Angie Chute, Librarian

A quorum was established and the agenda was approved.

Secretary's report:

Mary Heeren made a motion to approve the minutes from the previous meeting and it was seconded by Judy Kampwerth. The motion was approved.

Treasurer's report:

Jim Sprengel asked how memorial donations were noted in the Treasurer's report. Angie Chute said she would need to look into this and would let the board know. Bonnie Holzinger made a motion to approve the Treasurer's Report. It was seconded by Jim Sprengel and approved on a roll call vote.

Librarian's report:

- A. **Summer Reading Programs** – Angie Chute reported that she ordered the summer reading materials and scheduled all of the summer entertainment for the programs. The Summer Reading Program will be held on Fridays in July. She also scheduled a Family Program for Thursday, July 13th.
- B. **Calendars** – Angie finalized and scheduled the calendars for March and April.
- C. **Paperback books in the Children's Room** – Angie said the staff went through the paperback books and boxed up those that were in poor condition. She said they are going to donate them to the Head Start program. Angie said they pulled all of the E (Easy) Dewey Decimal Numbered books from the Junior's section and put them in the Children's Room. She said Jan Humphrey uses these books in her Story Hour programs. Angie said she purchased some new, non-fiction books to add to the Junior's section.
- D. **Donations** – Angie informed the board that several patrons donated items to the library. There were two cloth sculptures donated, which are on display in the Children's Room. Also donated was a beautiful painting, which is displayed on the wall behind the circulation desk. Angie sent Thank You cards to the patrons.
- E. **Rounder** – Angie said she is going to change out the display on the rounder this weekend to 'Staff Favorites'. She said the previous displays went over well.

Committee Reports:

- A. **Handicap Accessible Parking Spot** - Gwen asked Angie Chute if she heard back from city hall regarding her request to add another handicap accessible parking spot by the back door. Angie said she talked to Don Voss twice and he said they would get to it.

Unfinished Business: None


New Business:

- A. **'Murder in the Library' Event** – Angie Chute told the board that she spoke with Steve Klostermann from Clinton County Showcase regarding a 'Murder in the Library' event she would like to plan for Halloween weekend. She said Steve told her the Showcase is free that weekend and they would be happy to perform at the event. Angie said she would like to schedule it for Saturday evening, October 28th.
- B. **Nominating Committee for election of officers** – Jean Steinman said that the current officers will participate on the nominating committee for the election of officers for the next fiscal year.

Cyndi Riley made a motion to adjourn the meeting at 8:35 p.m. and it was seconded by Angie Becker. The motion carried with all ayes.

The next meeting is scheduled for Tuesday, April 4, 2017 at 8:00 p.m.


Jean Steinmann, President


Gwen Fischer, for Secretary
Yvonne Ratermann

Breese Public Library Board Secretary's Report – April 4, 2017

The April 4, 2017, meeting of the Breese Public Library Board was called to order at 8 p.m. by President Jean Steinman.

Trustees present: Mary L. Heeren, Bonnie Holzinger, Judy Kampwerth, Cyndi Riley, Jim Sprengel and Jean Steinman.

Trustees absent: Angie Becker, Gwen Fischer and Yvonne Ratermann

Also attending: Librarian Angie Chute, Lazerware representatives and Breese Alderman Gary Usselmann.

A quorum was established and the agenda approved with no additions.

Secretary's Report

On a motion by Bonnie Holzinger and second by Cyndi Riley, the minutes were approved as distributed.

Financial

Invoices were circulated. A question on the \$100 to Christy Dea was raised. Angie Chute explained that Dea presented the program on making wool balls at the library. On a motion by Mary L. Heeren and second by Bonnie Holzinger, the Treasurer's Report was approved.

Librarian's Report

- Librarian Angie Chute thanked the Board for allowing her time to be gone on vacation. She shared details of her and her husband's trip to Iceland and London on Facebook. They were in London during the most recent terrorist attack.
- Reports on payroll, check-outs, hours of service, etc., were included in the packets distributed.
- Per a previous question from Jim Sprengel concerning memorials for his wife Charlotte, Angie said the money was used for books and displayed one example with a book plate with that designation. Future memorials will be included in the Treasurer's Report.

Lazerware, Inc.

Mike Nelms and Bradley Blatter of Lazerware, Inc., in St. Louis, attended the meeting on an invitation from the librarian. The company has worked with libraries for the past 20 years and serves 70 Illinois libraries including Mascoutah, Centralia/Hoffman/Irvington/Odin/Sandoval, Nashville/Ashley, Fairview Heights, Freeburg and others. They service over 1400 devices of which over 900 are computer workstations.

According to information presented, if a contract was signed between Breese Library and Lazerware, the company would:

- 1) - Do an on-site consultation and review the library's existing public and office computers and peripherals including the laptop, scanner and Polaris (check-out) equipment;
- 2) - Offer an on-site detailed analysis of same; and
- 3) - Implement a standardization program to bring all computers and peripherals up-to-date, upgrade memory, reformat as needed, etc. Upgrading some software to block websites that contain questionable material could also make the library eligible for grants.

Cost of the contract would depend on services provided: Tier I with standardization of current assets and a year of support - \$7,129.16 or Tier I plus four new computers - \$8,844.16.

The Librarian contacted the Mascoutah librarian who said she couldn't do without them. Having Lazerware would save library staff time, standardize assets, add virus protection, open up the possibility of grants, etc.

During the discussion President Jean Steinman suggested the proposal be discussed with "someone who knows computers." Cyndi Riley also suggested the librarian contact other libraries that use Lazerware to get additional feedback and Alderman Usselmann reiterated the suggestion. Also suggested was talking with Jim Astroth and Brandon Richter who now handle the library's IT needs (at no charge).

The matter was tabled until the budget discussion at the May meeting

Further Business

In 2016, per previous minutes, President Steinman noted new officers were elected in April with budget discussions in May.

On a motion by Cyndi Riley and second by Bonnie Holzinger, current officers were re-elected: President Jean Steinman, Vice-President Angie Becker, Secretary Yvonne Ratermann and Treasurer Judy Kampwerth.

The Librarian presented Board Meeting Dates thru April, 2018, noting the July meeting falls on July 4th. That meeting will be moved to the following Tuesday, July 11. The remaining meetings are set for 8 p.m. the first Tuesday of each month.

On a motion by Cyndi Riley and second by Judy Kampwerth, the meeting was adjourned about 9:25 p.m.

The next meeting is set for 8 p.m. Tuesday, May 2, at the Breese Library.


Jean Steinman, President


Mary L. Heenen for Secretary Vonnie Ratermann

April Dates:

April 4 - Jr. Women's Storytime, 6-7 pm
April 6 - Jr. Women's Storytime, 6-7 pm
April 14 - Closed 12 noon-3 pm for Good Friday, open 10 am-12 noon, 3-8 pm
April 15* - Author/ Lincoln Presenter David Wolfe, 1 pm (*Date is anniversary of Lincoln's assassination)
April 16 - Easter Sunday
April 17 - Book Club, "Follow The River" by James Alexander Thom, 6:30 pm

Happy Easter, Happy Spring, Happy, Happy Everything!

Secretary's Report 6/6/17

The meeting was called to order at 8:04 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Mary Heeren, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Cyndi Riley, Gwen Fischer, Angie Becker, and Judy Kampwerth

Trustees absent:

Also attending Angie Chute, Librarian

Secretary's Report: A quorum was established Gwen Fischer made a motion to accept the Secretary's report; Judy Kampwerth seconded it and the Secretary's report was accepted.

Treasurer's Report: Mary Heeren made a motion to accept the Treasurer's report, with a correction to change date on the April interest. Yvonne Ratermann seconded it with the correction. A roll call vote was called and the motion was approved.

Librarians Report: Angie reported that she took out the line in the Librarians report that reported the comparison of the amount of hours the library was open month to month. She then added PAC (Public Access Catalog) Logins which will compare how many times patrons log into the Library Catalog.

She showed the TV she won at the Heartland Library System meeting.

Angie and the staff have been rearranging the library to best show off items.

Angie requested the board approve the purchase of a wireless projector with ceiling mount and after a discussion was held on how this could benefit the library. Jean Steinman made a motion to purchase the wireless projector with ceiling mount not to exceed \$1000 – Bonnie Holzinger seconded it. A roll call vote was taken and the motion was approved.

Angie also asked the boards opinion on getting the carpets cleaned. After a discussion it was tabled until Angie could check out companies and prices.

Committee Reports -

Building:

Finance:


Books

Unfinished Business: Handicap parking – measurements have to be made before this can go forward.

New Business: None

Cyndi Riley made a motion to adjourn the meeting at 8:45 p.m. and it was seconded by Bonnie Holzinger.

The next meeting is scheduled for Tuesday, July 11, 2017 at 8:00 p.m.


Jean Steinman, President


Yvonne Ratermann, Secretary

Breese Public Library Board Secretary's Report – May 2, 2017

The May 2, 2017, meeting of the Breese Public Library Board was called to order at 8:05 p.m. by President Jean Steinman.

Trustees present: Angie Becker, Gwen Fischer, Mary L. Heeren, Judy Kampwerth, Cyndi Riley, Jim Sprengel and Jean Steinman.

Trustees absent: Bonnie Holzinger and Yvonne Ratermann.

Also attending: Librarian Angie Chute.

A quorum was established and the agenda approved with no revisions.

Secretary's Report

On a motion by Gwen Fischer and second by Angie Becker, the minutes were approved.

Financial

In ref. to the Treasurer's Report, a question was raised on the First Bank credit card. Librarian Angie Chute explained the card is used for expenses such as postage which makes it easier to track categories of payments. On a motion by Mary L. Heeren and second by Jim Sprengel, the Treasurer's Report was approved on a roll call vote.

Librarian's Report

- Reports on payroll, check-outs, hours of service, etc., were included in packets distributed.
- The Lincoln interpreter on April 15 was well received; the audience included four board members. The interpreter does other presentations as well and Angie hopes to have him return again, possibly annually.
- A total of 708 adults and children have attended library programs since last year.
- The 4-H Federation thanked the library for serving as a drop-off location for toiletry items for patients in Veterans Administration hospitals in St. Louis.
- A Polaris upgrade took place in April and check-out receipts now can note how much the patron saved by checking the item out of the library rather than purchasing it. This is another way of reminding patrons the value of the library. This could also be used to program messages (The Library will be closed..., etc.)

- Breese Library is to be the recipient of a \$3,448.95 per capita grant through the state but given the current Illinois budget situation, the money may not be received for several years, if at all.
- Breese Library will host a number of programs this summer:
 - Jan will do two story times in May then break for the summer, resuming in September
 - Book Club – “Diary of a Young Girl” by Anne Frank, Monday, May 15, 6:30 p.m.
 - Author visit - Bill Clevlen, author of “100 Things To Do in America Before You Die,” Saturday, June 24, 1 p.m.
 - Book Club – “The Paris Wife” by Paula McLain, Monday, June 19, 6:30 p.m.
- The Library will be closed Memorial Day Monday, May 29
- Statements of Economic Interest were distributed for board members to complete and return.
- Angie attended the Illinois Heartland Library System meeting in Effingham and won a 35-inch SmartTV from Lazerware. It can be used as an e-billboard, for programs, etc. and will be mounted somewhere in the library, probably the Children’s Room which has the most space for viewing.

Other Business

- Jean Steinman asked about Lazerware handling the computer/IT needs of the library. Cyndi Riley asked if Lazerware was necessary given that the library is functioning under the current system. The board decided to look into the matter further before making a decision.
- For whatever reason, for many years, the city made the Illinois Municipal Retirement Fund and Social Security contributions for library staff – an expense the library will now assume and will be included in the new budget. Jim Sprengel suggested the city may have originally agreed to make those contributions, suggesting old city council minutes be checked. Note – the library will not have to pick-up any employees that are ‘shared’ with the city.
- A question was asked when the new fiscal year started. Per the accountant, the fiscal year runs May to May, therefore the budget should be addressed in April.
- The Budget was reviewed and approved:
 - Salaries - \$130,000
 - Insurance - \$18,000
 - Books & Materials - \$37,000
 - Utilities - \$6,500

Secretary's Report 7/11/17

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Mary Heeren, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Cyndi Riley, Gwen Fischer, Angie Becker, and Judy Kampwerth

Trustees absent:

Also attending Angie Chute, Librarian

Secretary's Report: A quorum was established Cyndi Riley made a motion to accept the Secretary's report; Mary Heeren seconded it and the Secretary's report was accepted.

Treasurer's Report: Gwen Fischer made a motion to accept the Treasurer's report, Angie Becker seconded it. A roll call vote was called and the motion was approved.

Librarians Report: Angie handed out a year in review report – all things that she has accomplished in the last year. She also explained that she has to fill out an application to the Authority of Public Records. The Authority of Public Records looks at all records that the library wants to purge such as receipts, petty cash and decide if the record needs to be kept. After public records have served their basic administrative function they may still have sufficient fiscal value. They are retained in storage for a time to protect the agency against collection or to account for the expenditure of funds. A form will need to be sent with every form that she wants to purge. The Authority will decide if the record has administrative value, fiscal value, legal value or historical or archival value.

Angie reported that the Bill Clevlen program was a success 60 people attended. She said the newly purchased video equipment and the blackout curtains (loaned to library by Gwen Fischer) made the program successful.

Committee Reports

Building: No report

Finance: No report

Books: No report

Unfinished Business: None

New Business: Salaries

Jean Steinman made a motion to go into Executive Session – Judy Kampwerth seconded it.

Board went in to Executive Session at 8:27pm

Executive Session ended at 9:30p

Bonnie Holzinger made a motion to increase salaries with the following increases:

Angie Chute Library Director - \$1000 annual increase

Diane Holtgrave - .30 hourly


Sheila Meyer – .30 hourly

Jan Humphrey - .50 hourly

Also to implement a time log for each library employee to fill out daily. Cyndi Riley seconded the motion. A roll call vote was called the motion was approved unanimously.

Angie Becker made a motion to adjourn the meeting at 9:35 p.m. and it was seconded by Cyndi Riley.

The next meeting is scheduled for Tuesday, August 1, 2017 at 8:00 p.m.


Jean Steinman, President


Yvonne Ratermann, Secretary

Secretary's Report 8/1/17

The meeting was called to order at 8:10 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Mary Heeren, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Cyndi Riley, and Judy Kampwerth

Trustees absent: Gwen Fischer and Angie Becker

Also attending Angie Chute, Librarian

Secretary's Report: A quorum was established Mary Heeren made a motion to accept the Secretary's report; Cyndi Riley seconded it and the Secretary's report was accepted.

Treasurer's Report: Bonnie Holzinger made a motion to accept the Treasurer's report, Jim Sprengel seconded it. A roll call vote was called and the motion was approved.

Librarians Report:

Angie presented a written report showing how many people participated in the programs presented at the library. There were 7 programs, 5 being summer reading with a total of 195 people in attendance.

Angie requested the board okay paying the Motion Picture Licensing it is required to show movies and for some programs. If not in compliance there would be a fine. The license costs \$130. The board agreed to pay for this year then evaluate if necessary next year.

Angie also reported that the library is thinking of doing an Eclipse day on August 21st. She asked if the Library could be closed for an hour while patrons see the eclipse from the parking lot. She purchased 50 glasses to use. She said they would be serving sun tea and moon pies. The board thought it a good idea.

Angie informed the board that Diane has been employed at the library for 40 years and thought Diane should be honored in some way. A committee (Angie Chute, Mary Heeren and Cyndi Riley) was formed to plan a gathering.

Angie showed that the decorations and projects from the summer reading programs were left up. She said they conveyed the message on the importance of reading. The photos of the programs, the coloring contests pictures and Popsicle stick projects are all displayed in different areas of the library.

Angie made a proposal to the board that the Sick leave policy be aligned with the city sick leave policy to make it more accurate. The proposal was tabled until a subcommittee could be formed.

Committee Reports

Building: None **Finance:** None **Books:** None

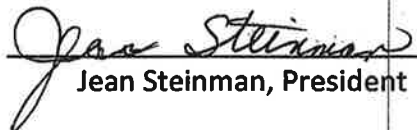
Library Report - August 2017

Unfinished Business: None

New Business: None

Judy Kampwerth made a motion to adjourn the meeting at 9:03p.m. And it was seconded by Bonnie Holzinger.

The next meeting is scheduled for Tuesday, September 5, 2017 at 8:00 p.m.


Jean Steinman, President


Yvonne Ratermann, Secretary

Secretary's Report 9/5/17

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Mary Heeren, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Cyndi Riley, Gwen Fischer, and Angie Becker.

Trustees absent: Judy Kampwerth

Also attending: Angie Chute, Librarian

Secretary's Report: A quorum was established. Cyndi Riley made a motion to accept the Secretary's report; Bonnie Holzinger seconded it and the Secretary's report was accepted.

Treasurer's Report: Angie Becker made a motion to accept the Treasurer's report; Yvonne Ratermann seconded it. A roll call vote was called and the motion was approved.

Librarians Report:

Librarian Angie Chute reported the Eclipse party was a success with 50 people attending. Guests snacked on Eclipse cookies, Sun Chips, Moon Pies and water. The library is planning another program on October 21st inspired by the book *Winnie the Mini Horse* written by Andra and Morgan Ebert. Angie contacted a gentleman with mini therapy horses. He will be bringing three mini horses to the program. The program will start at 11:00 am on Saturday, October 21st.

Angie acquired a microfilm cabinet that Greenville University was giving away. It will set next to the microfilm machine. The cabinet drawers will be labeled to make it easier to find film.

She also purchased large and small bookends for the outside walls of books. Angie remarked the library needed more space for large print books. She and staff purged the reference books that are no longer needed which freed up space for the large print books. She also stated interest in the new book display is picking up.

Angie informed the board that the gentleman from the Authority of Public Records was here for one day looking through documents from the storage area that needed to be purged. Angie and the staff cleaned and reorganized the storage room.

She reported new books were scanned and put on the carousel.

Angie also reported the women's bathroom toilet had to be fixed. Jan Humphry's husband fixed it. A waterline was kinked.

Angie informed the board that she and the staff are implementing a new policy- they will be making an announcement 15 minutes before shutting down the computers. This will give patrons time to finish their tasks before the library closes.

Angie stated that the library has no filtering on the computers to block unacceptable sites. She talked to Jim Astroth and he is going to check out filtering programs. The board tabled this until the next meeting so more information can be collected.

Committee Reports

Building: No report

Finance: No report

Books: No report

Unfinished Business: Angie and board members finalized plans for Diane Holtgrave's 40th Anniversary with the library. It was decided that on October 6th we would have cookies for the patrons coming in to wish Diane a Happy Anniversary. Angie will put together a picture board, flowers will be delivered to Diane and Mary Heeren will write an article for the paper.

New Business:

Bonnie Holzinger made a motion to adjourn the meeting at 9 p.m. and it was seconded by Gwen Fischer. Jean Steinman adjourned the meeting.

The next meeting is scheduled for Tuesday, October 3, 2017 at 8:00 p.m.


Jean Steinman, President


Yvonne Ratermann, Secretary

Secretary's Report 10/3/17

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Mary Heeren, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Cyndi Riley, and Gwen Fischer.

Trustees absent: Angie Becker and Judy Kampwerth

Also attending Angie Chute, Librarian and Jim Astroth

Secretary's Report: A quorum was established. Mary Heeren made a motion to accept the Secretary's report; Cyndi Riley seconded it and the Secretary's report was accepted.

Treasurer's Report: Yvonne Ratermann made a motion to accept the Treasurer's report; Gwen Fischer seconded it. A roll call vote was called and the motion was approved.

Librarians Report: Angie reported the refrigerator went out in the library. She remarked it had been bought in the early 80's. After a short discussion, the board tabled buying another refrigerator until Angie could do price checking. She also informed the board that a new laptop is needed; it is 9 yrs. old and will need more than upgrading. Angie will get with Jim Astroth to check pricing for a new laptop.

Angie took Word usage off the internet statistic report. It was an unnecessary report.

Angie questioned if it was possible to hire a part time clerk to be PRN. The clerk would work in an emergency, such as a staff member being off for vacation and a family emergency or accident happening to the staff member working. The board said they would look into the feasibility.

She also questioned if the board thought that staff becoming notaries would be an asset to the library. After a short discussion, the board thought it unnecessary.

A second story time on Tuesday's was added for 3-5 year olds. A program has also been set for October 21st "Winnie the Mini Horse" program. Three mini horses will be brought into the library, the story *Winnie the Mini Horse* will be read and Mini will sign (hoof print) the book for the library. Books will be sold and Mini will sign each book that is bought. Another program -- "Johnny Cash" -- has been set for December 2nd at 1:00 p.m.

Angie signed up for a webinar, "Updating and Improving Your Library Website"

She received an email last Monday from the GCS Credit Union asking if we have any sponsorships and wanting to donate \$500. Angie emailed them back to accept. The board decided to put it towards upcoming programs.

Committee Reports

Building:

Finance:

Books: Angie and the staff shifted a lot of books making one side for nonfiction books. The set-up before had biographies in the middle of the nonfiction books.

The new book display will feature the 75th Anniversary of Golden Books.

Unfinished Business: At the last meeting Angie stated that the library has no filtering on the computers to block unacceptable websites. She asked Jim Astroth to join the meeting to explain the differences of each program we would need to be safe. He explained the first system he researched would need something like Net Nanny, a firewall box and a router that would need to have filters set up. He also explained that all systems have charges for software and firewall maintenance. The board asked to get pricing for several different systems. Jim said he would get back to the board.

Diane Holtgrave's Anniversary program has been finalized and Mary Heeren wrote a wonderful article on Diane's years with the library.

New Business:

Mary Heeren made a motion to adjourn the meeting at 9:25 p.m. and it was seconded by Bonnie Holzinger.

The next meeting is scheduled for Tuesday, November 7, 2017 at 8:00 p.m.


Jean Steinman, President


Yvonne Ratermann, Secretary

Secretary's Report 11/7/17

The meeting was called to order at 8:03 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Mary Heeren, Bonnie Holzinger, Yvonne Ratermann, and Gwen Fischer

Trustees absent: Jim Sprengel, Cyndi Riley, Angie Becker and Judy Kampwerth

Also attending Angie Chute, Librarian

Secretary's Report: A quorum was established. Mary Heeren made a motion to accept the Secretary's report; Bonnie Holzinger seconded it and the Secretary's report was accepted.

Treasurer's Report: Bonnie Holzinger made a motion to accept the Treasurer's report, Yvonne Ratermann seconded it. A roll call vote was called and the motion was approved.

Librarians Report: Angie reported there have been a total of 153 people attending the last programs; with 67 attending the Mini Horse program. The next program will be the Johnny Cash program coming December 2 at 1:00 p.m. Both Mini Horse program and the Johnny Cash program were paid for by the GCS Credit Union's sponsorship donation. She also stated the Monthly book club met and picked books for the next sessions

Angie also played Diane Holtgrave's recorded Thank You to the board for her Anniversary Day program.

Angie reported the new refrigerator that she ordered has arrived and the old hauled away. She also stated the Epson Receipt Printer wasn't printing on left side. She ordered new one but sent it back after finding someone to repair the old printer. She also displayed the Children's Activity table that been repaired by Joe Hempen who cut a new top and Jean Weber who painted it.

Committee Reports

Building: none

Finance: none

Books: none

Unfinished Business: The computer security system and new laptop was tabled until more information is available.

New Business: Angie asked for suggestions for programs for the next year. The board will bring their suggestions to the next meeting.

Bonnie Holzinger made a motion to adjourn the meeting at 8:40 p.m. and it was seconded by Gwen Fischer.

The next meeting is scheduled for Tuesday, December 5, 2017 at 8:00 p.m.


Jean Steinman, President


Yvonne Ratermann, Secretary

Secretary's Report 12/5/17

The meeting was called to order at 8:17 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Cyndi Riley, Gwen Fischer, Angie Becker, and Judy Kampwerth

Trustees absent: Mary Hereen,

Also attending Angie Chute, Librarian

Secretary's Report: A quorum was established Judy Kampwerth made a motion to accept the Secretary's report; Bonnie Holzinger seconded it and the Secretary's report was accepted.

Treasurer's Report: Gwen Fischer made a motion to accept the Treasurer's report Angie Becker seconded it. A roll call vote was called and the motion was approved.

Librarians Report: Angie Chute put in her resignation. The board accepted her letter of resignation, her last day will be December 29, 2017. She said she will have payroll finished and the January 2, 2018 board meeting reports completed before she leaves. The board wished Angie success at her new position.

Angie reported she bought a new laptop after the old computer went out. A new movie screen was also purchased. She will ask the city hall to install the movie screen.

There was a discussion on the Spectrum bill – Angie printed the bills from the last 2 years to compare the differences in the bills.

Angie reported the application to the Authority of Public Records was returned. The records we requested to eliminate can now be purged.

Committee Reports

Building: A piece of metal off the library building blew down in the wind. Angie made call to city to have the building looked at and the piece replaced.

Finance:

Books

Unfinished Business: Firewall security – was tabled until Jim Astroth or Brandon Richter could check into a program further.

New Business: Cyndi Riley made a motion to adjourn the meeting at 8:40 p.m. and it was seconded by Angie Becker.

The next meeting is scheduled for Tuesday, January 2, 2018 at 8:00 p.m.


Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report 1 /2/18

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Mary Heeren, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Cyndi Riley, Gwen Fischer, Angie Becker, and Judy Kampwerth

Trustees absent:

Also attending Kelly Zurliene, Librarian

Secretary's Report: A quorum was established. Bonnie Holzinger made a motion to accept the Secretary's report with date change on the title of the report; Mary Heeren seconded it and the Secretary's report was accepted.

Treasurer's Report: Angie Becker made a motion to accept the Treasurer's report. Gwen Fischer seconded it. A roll call vote was called and the motion was approved.

Librarians Report: Kelly Zurliene thanked the board for hiring her. She remarked she will keep things the same until she feels more comfortable in her role as librarian.

She questioned the closing time on Fridays. There was a discussion and Kelly will keep track of how many people come in on Friday nights.

Kelly showed off the new movie screen that was put up and informed the board that the piece of metal off the building was replaced.

Committee Reports

Building:

Finance:

Books


Unfinished Business:

Jean Steinman talked to Don Voss from the city on what dimensions the handicap parking space has to be.. After much discussion it was decided to put 1 handicap parking spot on the west side of the door on the south side of the building.

New Business:

Cyndi Riley made a motion to adjourn the meeting at 8:45 p.m. and it was seconded by Judy Kampwerth.

The next meeting is scheduled for Tuesday, February 6, 2018 at 8:00 p.m.


Jean Steinman, President


Yvonne Ratermann, Secretary

Secretary's Report 2 /6/18

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Mary Heeren, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Cyndi Riley, Gwen Fischer, Angie Becker, and Judy Kampwerth

Trustees absent: None

Also attending Kelly Zurliene, Librarian

Secretary's Report: A quorum was established. Mary Heeren made a motion to accept the Secretary's report; Judy Kampwerth seconded it and the Secretary's report was accepted.

Treasurer's Report: Bonnie Holzinger made a motion to accept the Treasurer's report; Yvonne Ratermann seconded it. A roll call vote was called and the motion was approved.

Librarians Report: Kelly asked that the board approve excess sick time be paid out to Diane Holtgrave and Angie Chute. Jim Sprengel made the motion; Bonnie Holzinger seconded it. She also changed all the credit cards and email over to her name.

Kelly also asked that the board discuss closing the library earlier on Friday nights. She had kept track of how many people were in the library hourly for the past several weeks. After much discussion, Gwen Fischer made a motion to close the library at 6:00 pm on Fridays effective February 16th, Cyndi Riley seconded it. The motion was approved.

Kelly also proposed a new website for the library after viewing a mockup of how the website would look and how it would work. The board approved Kelly going ahead with the change. She noted over 400 people liked the library's Facebook page.

Kelly reported that there was good feedback from the Knitting and Crocheting program. She also said there will be a sing a long dance program by "Celia" March 27, 2018 at 1:00 pm. She has invited Legacy and the Villa to participate.

Committee Reports

Building: No Report **Finance:** No Report **Book:** No Report

Unfinished Business: There was a question if there was any progress on getting the handicap parking space- Jean will check with Don Voss.

The firewall and security for the computers had been tabled in December until more information was available - Kelly will check with Jim Astroth and Brandon Richter for more information.

New Business:

Cyndi Riley made a motion to adjourn the meeting at 9:00 p.m. and it was seconded by Angie Becker.

The next meeting is scheduled for Tuesday, March 6, 2018 at 8:00 p.m.


Jean Steinman, President

Yvonne Ratermann, Secretary

Breese Public Library Board Secretary's Report – March 6, 2018

Opening Business

- The March 6, 2018, meeting of the Breese Public Library Board was called to order at 8 p.m. by President Jean Steinman.
- Trustees present: Mary L. Heeren, Bonnie Holzinger, Judy Kampwerth, Cyndi Riley, Jim Sprengel and President Jean Steinman.
- Trustees absent: Angie Becker, Gwen Fischer and Yvonne Ratermann.
- Also attending: Librarian Kelly Zurliene
- A quorum was established and the agenda approved with no revisions.

Secretary's Report

On a motion and second by Bonnie Holzinger and Cyndi Riley, the Feb. 6 Secretary's Report was approved

Financial

Members questioned the \$992 for 29 audio books from Bestseller's Audio. This is less than \$35 each – an average cost. On a motion and second by Mary L. Heeren and Judy Kampwerth and a roll call vote, the Treasurer's Report was approved.

Librarian's Report

- Reports on current accounts, payroll, check-outs, hours of service, etc., were included in packets.
- The library will host a *Singalong Dance Party* at 1 p.m. Tuesday, March 27, (originally March 20) with guitarist/singer Celia Shacklett performing songs from Burt Bacharach, The Carpenters, Louis Armstrong, etc. Notices were sent to The Villas, Legacy Place (now Cedarhurst), St. Dominic's and St. Augustine's and will be to St. John's UCC. Kelly plans a facility tour for anyone interested especially pointing out Large Print and Books on Tape/CD. Mary Heeren will draft and distribute a news release to area newspapers and radio stations.
- Tuesday's Knit Night attracted eight new and returning participants. The library has also had a number of inquiries.
- Kelly sent an e-mail to board members on upcoming events. Did everyone receive? She'll continue to send out notices on a regular basis to keep everyone up-to-date.
- 228 attended recent programs with Storytime accounting for much of the participation.
- Siblings & Company pre-school visited the library. Kelly led a welcome song using rhythm sticks, read a book to the kids and gave them time for free play and free reading.
- Cyndi Riley said the Breese Journal has end rolls of newsprint. She will drop off several.
- Kelly met with Central High School Librarian Britni Hogg about a possible summer Teen Book Club. Mater Dei High School already has a book club and Kelly will reach out to that sponsor before picking titles so as not to duplicate. The group would cover six books and meet alternating weeks during the summer.

Computer Business

- Jim Astroth provided a quote of \$700 for labor to install a firewall on each of the nine public and staff computers. Kelly and/or board members will need to determine what or what not to block. She will also poll area libraries on their standards.
- Three-year quotes for software were presented: \$1,978 from Savvy, \$2,102 from CDWG and \$2,039.99 from PCMG. One-year quotes were lower but substantially higher when multiplied out. Astroth said the lowest quote is okay.
- A question was raised if the software would transfer to any new computers. Kelly will ask.
- A motion and second were made by Mary L. Heeren and Cyndi Riley to accept Jim Astroth's proposal for labor and the \$1,978 quote from Savvy for software. The motion was approved on a roll-call vote.

New Website

- Kelly Zurliene met with Serpentine in Carlyle concerning a new library website. Among Kelly's recommendations is a direct link to the Share site connecting to the Heartland Library System catalog and photos of new books available. She showed examples of both.

- Serpentine's cost is a one-time fee of \$860 to design, build and launch the six-page website (the price goes up for seven or more pages), then \$245 annually for webhosting, domain name registration (breeselibrary.org), certification, etc. This would not include e-mail which is hosted through the Heartland System. A committee will be formed to discuss content.
- Seeking additional quotes was discussed but the board decided it was not necessary. Kelly has met with City of Breese Business Administrator Shelly Schadeegg who is also researching a new website and her information has shown that Serpentine offers the lowest quote and best quality.
- Kelly presented several examples of logos with various colors, graphics, etc. Further discussion of a new logo will be done via e-mail. If a board member would like a bigger role in helping design the library website and/or logo, please let her know.
- On a motion and second by Bonnie Holzinger and Cyndi Riley, Serpentine's proposal was accepted on a roll-call vote

Committee Reports

None

Unfinished Business

A form for background check authorization was passed around and corrected. Breese Police will also review the form and it will then be used for any new library employees and any regular library volunteers.

New Business

None

Adjourn

On a motion and second by Bonnie Holzinger and Judy Kampwerth, the meeting was adjourned at 9:06 p.m.

The next meeting is at 8 p.m. Tuesday, April 3, at the Breese Library.

Jean Steinman, President

Mary L. Heeren for Secretary Yvonne Ratermann

Breese Public Library Board Secretary's Report – April 3, 2018

Opening Business

- The April 3, 2018, meeting of the Breese Public Library Board was called to order at 8 p.m. by President Jean Steinman
- Trustees present: Angie Becker, Gwen Fischer, Mary L. Heeren, Bonnie Holzinger, Judy Kampwerth, Cyndi Riley, Jim Sprengel and President Jean Steinman
- Trustees absent: Yvonne Ratermann
- Also attending: Library Director Kelly Zurliene
- A quorum was established and the agenda approved with no revisions.

Secretary's Report

On a motion and second by Judy Kampwerth and Gwen Fischer, the March Secretary's Report was approved.

Financial

- The \$100 petty cash item was questioned. Kelly Zurliene said she had not taken any petty cash out in February so did a \$50 withdrawal then \$100 later. She will withdraw \$100 each month after this.
- Also questioned was the \$300 for Tech Electronics. This is the annual maintenance fee. The library should run a practice drill monthly and Kelly will contact Tech Electronics to set-up a schedule.
- With no further questions, on a motion and second by Gwen Fischer and Angie Becker, the Treasurer's Report was approved.

Librarian's Report

- Thanks to all for attending.
- About 40 were here for Celia's Singalong Dance Party March 27.
- Background checks for staff and regular volunteers were completed satisfactorily. Background checks will continue to be completed on any future full-time employees and regular volunteers.
- Jim Astroth will be here to install the firewall on the computers.
- A total of 241 have attended the various programs in March: Knit Nights - averaging 8 to 10, Book Club – started with 8 and now averaging 12 (plus others who read the book but don't attend) and Storytime – averaging 40 kids and adults.
- Karen Schubert presented a program Wednesday, April 4, on hosting a foreign exchange student.
- National Library Week is April 8-14. Those visiting will be invited to list a favorite author or book or share a library memory on a paper heart to be displayed. Visitors can also guess the total number of books owned by the library with the closest to the correct total receiving a Kindle Fire. An article on the activities was submitted to the Breese Journal; Kelly will post on Facebook.
- Professional Storyteller Sherry Norfolk will be here at 6 p.m. May 14.
- A Teen Book Club for 13- to 18-year-olds will be offered this summer. The group will meet six times alternating weeks. Kelly is coordinating titles with librarians at Central and Mater Dei High Schools.
- A Summer Reading Program for 6- to 12-year-olds will be offered. This year's theme is "Reading Takes You Everywhere;" Diane Holtgrave coordinates.
- "Book Babies" or "Lap-Sit" for birth to 2-year-olds will be offered this fall – details TBA. Kelly visited similar sessions at Columbia, O'Fallon and Edwardsville libraries to gather ideas.
- Kelly presented a mileage reimbursement request covering five trips to area libraries for meetings and research during the past several months. It was decided gas mileage reimbursement forms would be included in the "Bills Unpaid" folder for board approval.
- The fax/printer/copier needs repairs and the board agreed it would be more cost efficient to replace rather than repair. The new unit will also offer color, double-sided printing, etc.
- Meeting dates were discussed. The first Tuesday was approved for all months except July which was moved from July 3 to July 10, and January, 2019, which was moved from Jan. 1 to Jan. 8.
- Library hours will remain the same for July 3; the library is closed July 4.

- Three logos were presented – one featuring a child reading under a tree, one with books open to the left and one with an open book on top. The logo featuring open books to the left was approved with the stipulation that the wording be made darker/bold.

Committee Reports

None

Unfinished Business

The budget will be included on the May agenda. Kelly met with the Germantown Librarian who uses Quick Books – she hopes to do the budget with that software.

New Business

- The roof by the back entrance leaked. President Jean Steinman will notify Gary Usselman who is the library's liaison with the Breese City Council.
- Discussion on having a Christmas in the Spring party for trustees and staff was discussed. A date will be set at the next meeting.
- On a motion and second by Cyndi Riley and Bonnie Holzinger and appreciation from all, officers, if they have no objections, will remain the same: President Jean Steinman, Vice-President Angie Becker, Treasurer Judy Kampwerth and Secretary Yvonne Ratermann.


Adjourn

On a motion and second by Bonnie Holzinger and Cyndi Riley, the meeting adjourned at 9:04 p.m.

The next meeting is at 8 p.m. Tuesday, May 1, at the Breese Library.



Jean Steinman, President



Mary L. Heeren for Secretary Yvonne Ratermann

Secretary's Report 5/1/18

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Mary Heeren, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Cyndi Riley, Gwen Fischer, Angie Becker, and Judy Kampwerth

Also attending: Kelly Zurliene, Librarian, Gary Usselman, City Council Liaison

Secretary's Report: A quorum was established. Bonnie Holzinger made a motion to approve the agenda; Judy Kampwerth seconded it. The motion was approved. Bonnie Holzinger made a motion to accept the Secretary's report; Gwen Fischer seconded it and the Secretary's report was accepted.

Treasurer's Report: Gwen Fischer made a motion to accept the Treasurer's report; Bonnie Holzinger seconded it. A roll call vote was called and the motion was approved.

Librarian's Report: Kelly Zurliene reported

- Story Time is continuing to be successful.
- The Adult Book Club is growing -it now has 17 members.
- Kelly will be starting a Teen Book Club sign up is on May 2 at 7:00 pm
- Knit Night will be changed to once a month during the summer months
- The Website is now in the design phase. If anyone has any suggestions, please let Kelly know and she will forward them to the designer.
- Kelly is reaching out to the nursing homes to read to the residents.
- Storyteller, Sherry Norfolk will give a program for 2-8 year olds on May 14 at 6:00 pm.
- Brainstorming the Summer Reading program will be starting soon.
- Kelly had ordered a new copy/ fax/ printer – after trying it out she was dissatisfied and sent it back. Another printer was ordered. There is a little price difference and we are not paying for it until she is satisfied.

Committee Reports

Building: New soap dispensers were installed in the restrooms

There is a leak in the roof that needs to be taken care of; Gary Usselman will have it checked out. Kelly also asked if he could have the fans in the bathrooms checked.

Finance: The budget was discussed. Cyndi Riley made a motion to approve the budget; Angie Becker seconded it. A roll call vote was taken, the budget was unanimously approved. Salaries will be discussed at the June meeting.

Books: No Report


Unfinished Business:

- The handicap parking spot has not been moved. Gary Usselman will work on getting it moved.
- The hardware for security on the computers was paid for but programs have not been installed.

New Business: After a discussion on the last time the board had a dinner together, Cyndi Riley made a motion to have a meeting/dinner at The Chop House in St. Rose on July 10, 2018, 6:30 pm. Bonnie Holzinger seconded it. A roll call vote was called and the motion passed.

Mary Heeren made a motion to adjourn the meeting at 9:10 p.m. and it was seconded by Gwen Fischer.

The next meeting is scheduled for Tuesday, June 5, 2018 at 8:00 p.m.


Jean Steinman, President


Yvonne Ratermann, Secretary

Secretary's Report 6/5/18

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Cyndi Riley, Gwen Fischer, Angie Becker, and Judy Kampwerth

Trustees absent: Mary Heeren

Also attending: Kelly Zurliene, Librarian

Secretary's Report: A quorum was established. Gwen Fischer made a motion to accept the Secretary's Report; Angie Becker seconded it and the Secretary's Report was accepted.

Treasurer's Report: Bonnie Holzinger made a motion to accept the Treasurer's Report Gwen Fischer seconded it. A roll call vote was called and the motion was approved.

Librarians Report: Kelly Zurliene reported:

- There are 12 participants in the Teen Book Club.
- 70 people attended the Storyteller program.
- As of today 37 children have signed up for the Summer Reading program. Check the Library's Facebook page for the date.

There are 3 more workshops:

- June 18 – Better Smartphone Photos and Video
- July 23 – Decorating cupcakes 6:00 pm (there are only 12 spots open)
- Aug 20 – Pasta, Sauces and Spices 6:00pm (only 12 spots open)

She also reported that the QuickBooks has a monthly fee.

The Logo is now on the door.

Fax issues with the current printer was discussed. Bonnie Holzinger made a motion to spend up to \$3000 on a multifunctional printer, black/white copy, print, color scan, compact design. Gwen Fischer seconded it. A roll call vote was taken; it was passed unanimously.

A Thank you card was received from the Lakenburges family.

Committee Reports

Building: No report **Finance:** No report **Books:** No report

Unfinished Business:

- Exhaust fans- Kelly had the bathroom exhaust fans checked out. It turns out there are no fans in the bathrooms. Kelly will ask Library Liaison Gary Usselman to ask how work can be done to rectify the problem.
- Handicap Parking - The city is asking if they should flip the space or add another. After considering all options it was decided Kelly will ask to have another handicapped spot added to the parking lot.
- Jim Astroth and Brandon Richter are coming in Saturday to install the fire wall on the computer. There will be a fee for labor after the installation and the library staff are satisfied with the results.

- The Website is coming along very well but it will be a few months before it can be launched.

New Business: Salaries

Cyndi Riley made a motion to go into Executive Session – Judy Kampwerth seconded it. Board went in to Executive Session at 8:50 p.m.

Executive Session ended at 9:16 p.m.

Cyndi Riley made a motion to increase salaries as follows:

Kelly Zurliene, Library Director - \$1000 annual increase

Diane Holtgrave - .50 hourly

Sheila Meyer – .50 hourly

Jan Humphrey - .50 hourly

Bonnie Holzinger seconded the motion. A roll call vote was called and the motion was approved unanimously.

Angie Becker made a motion to adjourn the meeting at 9:18 p.m. and it was seconded by Judy Kampwerth.

The next meeting is scheduled for Tuesday, July 10, 2018 at 6:30 p.m. at Popeye's Chop House in St. Rose.

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report 7/10/2018

The meeting was called to order at 6:30 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Mary Heeren, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Cyndi Riley, Gwen Fischer, Angie Becker, and Judy Kampwerth

Trustees absent: None

Also attending Kelly Zurliene, Diane Holtgrave, Jan Humphrey, and Sheila Meier.

Committee Reports: **Building:** No Report **Finance:** No Report **Book:** No Report

Yvonne Ratermann made a motion to adjourn the meeting at 6:35pm, and it was seconded by Bonnie Holzinger.

The next meeting is scheduled for Tuesday, August 7, 2018 at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report 8/7/18

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Cyndi Riley, Gwen Fischer, Mary Heeren, and Judy Kampwerth

Trustees absent: Angie Becker

Also attending Kelly Zurliene, Librarian

Secretary's Report: A quorum was established. Mary Heeren made a motion to accept the June and July Secretary's reports; Bonnie Holzinger seconded it and the Secretary's report was accepted.

Treasurer's Report: Judy Kampwerth made a motion to accept the Treasurer's report; Yvonne Ratermann seconded it. A roll call vote was called and the motion was approved.

Librarians Report: Kelly Zurliene reported that she has sold the large children's table after having difficulty moving it for every program (it took 3 grownups to move and didn't go through the door easily).

She reported the Handicap parking is completed, looks great and is often used. Furthermore, staff is learning to use the stand-a-lone Canon Copy/Fax machine and so far it is working great.

She also reported a new water heater had to be installed by the city after the existing unit went out. The city also fixed the men's toilet and installed a baby changing table. She also stated the exhaust fans in the bathrooms are still inefficient.

Kelly also recounted:

- The Summer Reading Program was a big hit with 70 children completing the program.
- The Library Workshop – Decorating Cupcakes - was a success and a third cupcake decorating workshop was added. It is a free workshop to patrons; the library pays for the class.
- She tried a "Back to School "Effort Show", 15 teens attended – she commented it's hard to reach that age group.

Kelly informed the board:

- She goes to the Breese Nursing Home one day a week to read to the residents
- The Teen Book Club had 9 participants and they are wanting to continue through the school year.
- The Adult Book Club had 20 participants with an average of 12 to 15 attending per session.
- She also remarked the Knit Night dwindled through the summer months but she thought it would pick back up when the weather gets cooler.

She reported on several new programs for the fall:

- Fall Storytime with Miss Jan will start up again in September and continue until April.
- Doug Feldmann will be speaking and signing his books on Aug 25th at 10:00 a.m.
- Mike Anderson (for kids) with "Spooky Stories" on Oct 29th at 6:00 p.m.

Committee Reports

Building: No report

Finance: No report

Books: No report

Unfinished Business: Covered in Librarian's report

New Business: Covered in Librarian's report

Bonnie Holzinger made a motion to adjourn the meeting at 8:52 p.m. and the motion was seconded by Cyndi Riley.

The next meeting is scheduled for Tuesday, September 4, 2018 at 6:30 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

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

Opening Business

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

Secretary's Report

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

Financial

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

Librarian's Report

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

Committee Reports - none

Unfinished Business

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

New Business

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

Final Business

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

Jean Steinman, President

Mary L. Heeren for Secretary Yvonne Ratermann

Breese Public Library Board Secretary's Report – Oct. 2, 2018

Opening Business

- President Jean Steinman called the Oct. 2, 2018, meeting to order at 8 pm and a quorum established.
- Trustees present: Angie Becker, Gwen Fischer, Mary L. Heeren, Bonnie Holzinger, Judy Kampwerth, Jim Sprengel and President Jean Steinman
- Trustees absent: Cyndi Riley and Vonnie Ratermann
- Also attending: Library Director Kelly Zurliene
- Sept. 4, 2018, minutes were approved on a motion and second by Angie Becker and Judy Kampwerth with one change: Treasurer Judy Kampwerth will follow-up with City Hall ref. the treasurer's bond.

Financial

- A question ref. doing the "Current Accounts" report in QuickBooks was raised; it is now done in Excel. Zurliene said the report could be included in QuickBooks but it would cost more than the \$35 now paid.
- The Profit & Loss statement for September only was presented. Zurliene had presented the P & L statement for all of 2018 last month to familiarize the board with the report.
- A question ref. how Employee Health Insurance is listed on QuickBooks was raised. The library pays health insurance for the Director and Librarian Diane Holtgrave. Zurliene explained the process as well as other details for trustees not at the September meeting.
- On a motion and second by Mary L. Heeren and Angie Becker and a roll call vote, the financial report was approved and signed.

Librarian's Report

- Terminix has increased their fee to \$36 a month effective Oct. 1 with the company noting that anything less than \$35 is not cost efficient for their business. Terminix does all the city buildings; the city pays \$42 a month for City Hall. Zurliene will get a quote for Terminix service every other month.
- The city replaced a light bulb in the rear parking area which significantly brightened the area. Lights over the front and back doors are already LEDs and are now on 24/7 to increase visibility.
- The city receives an annual grant from Ameren to switch out fluorescent fixtures with LEDs. All city facilities have been completed and the city is now working with private businesses. The process would be at no cost to the library; the library now pays about \$680 a month for utilities including electric. Zurliene will submit a request in writing to have LEDs installed the next time funding is available.
- Storytime is going well. A foreign exchange student from Central High School – currently living with a local family and a familiar library patron – is volunteering as Jan's helper.
- Students from All Saints are coming in to do research and Zurliene has been reaching out to local school teachers ref. what the library has to offer.
- Zurliene has been visiting Breese Nursing Home to read aloud. Currently, she is reading a biography on Lucy Ricardo from "I Love Lucy" and will also show a DVD.
- Zurliene presented information on Shelfwiz, a device that clips to a shelf and holds a book review; 20 were purchased. Library staff will do reviews; other patrons including trustees will also be encouraged to do so. Suggested was dating or numbering the reviews so they could be rotated.
- Mike Anderson will be at the library at 6 p.m. Monday, Oct. 29, for "Spooky Stories." All are welcome but K-2nd grade is the target audience.
- Teen Book Club will meet again at 7 pm Sundays, Oct. 28 and Dec. 2. The library will be open those Sundays ONLY to registered Teen Book Club participants. Six teens participated in the Sept. 23 session. A parent complimented the library for providing this activity.
- Adult Book Club will meet at 6:30 p.m. Wednesday, Oct. 17. The group will discuss the current book – "String-Ray Afternoons" – and then do a "book tasting" to sample books for the 2019 reading list. The group does not meet in November or December.
- Knit Night is meeting weekly with about five consistent participants.
- The new website is close to finished. Zurliene showed what the site will look like, including the link to Share, the Facebook feed, etc. A design for mobile devices is also being developed.

Committee Reports – none

Unfinished Business

- Per the city, the fans in the two restrooms are not inefficient enough to be replaced. The same unit also provides ventilation for the study rooms. If patrons complain, the matter will be readdressed.
- Per a parent's suggestion, Zurliene separated out the Early Reader Books (Levels 1, 2, etc.) from the picture books and shelved them in their own section. She also weeded out those damaged, etc. Moving these books left space in the Children's Room to "do something" such as a mural, interactive design, a stage, etc. A bright rug and a window seat with storage were suggested. Other libraries have a stage and adjustable kids' tables. A Gressco LTD catalog (school & library furnishings) was passed around.
- A number of younger children are at the library Saturday mornings; a Mom's meet-up is being considered.
- Magazine subscriptions are due in November and Zurliene estimated 25 to 30 magazines are checked out a month, not including those read in-house. She will review current titles and possibly revise that list.

November Agenda Items

- Possible purchase of a display rack/shelving for children's magazines will be added to the November agenda. If those magazines are moved, the rack now used could be donated or sold. A question was raised if children are utilizing the magazines – Zurliene will review.

Final Business

- On a motion and second by Gwen Fischer and Bonnie Holzinger, the meeting adjourned at 9 pm.
- The final two meetings for 2018 are at 8 p.m. Tuesdays, Nov. 6 and Dec. 4, at Breese Library. The January meeting falls on Jan. 1; a decision will be made at a future meeting as to rescheduling.

Jean Steinman, President

Mary L. Heeren for Secretary Yvonne Ratermann

Secretary's Report 11/6/18

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Cyndi Riley, Gwen Fischer, Angie Becker, and Mary Heeren

Trustees absent: Judy Kampwerth

Also attending: Kelly Zurliene, Librarian

Secretary's Report: A quorum was established: Gwen Fischer made a motion to accept the Secretary's report; Angie Becker seconded it and the Secretary's report was accepted.

Treasurer's Report: Mary Heeren made a motion to accept the Treasurer's report; Yvonne Ratermann seconded it. A roll call vote was called and the motion was approved.

Librarians Report: Kelly Zurliene reported there were several events in October

- Spooky Stories was one of the best events that has been offered with over 100 people attending.
- Adult Book Tasting was another successful event. It was voted to have again next year.
- Knit Night participation is increasing.
- There were 4 "Story Time with Jan" this month.

There will be an Art Night with the exchange student from Central.

Kelly also informed the board that the Text Notification function is now on, but that staff will still phone those who do not get text notifications when an item has arrived for them. Patrons are able to sign up for this service.

Kelly asked if a vote was needed to sell some furniture that is no longer needed and explained why she wanted to sell them, included was:

- A display shelf
- Two tall file cabinets
- A brochure stand

After the board looked over the sale items they voted with a show of hands to allow Kelly to sell the above items.

Committee Reports

Building: No report **Finance:** No report **Books:** No report

Unfinished Business:

Kelly wrote and sent a letter to the city in regard to the 2019 Ameren LED lighting grant proposal for the library to receive LED light bulbs next year.

Kelly asked that the January board meeting be rescheduled from January 1st to January 8, 2019. Everyone agreed to change the meeting to January 8th.

Kelly proposed the Children's Room add an interactive wall and stage and has met with a Gressco representative. She is asking for recommendations for someone to build the stage and wall. She will keep looking into recommendations and prices.

New Business:

Kelly distributed last year's fiscal report.

Bonnie Holzinger made a motion to adjourn the meeting at 8:30 p.m. and it was seconded by Angie Becker.

The next meeting is scheduled for Tuesday, December 4, 2018.

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report 12/4/18

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Cyndi Riley, Gwen Fischer, Mary Heeren and Judy Kampwerth

Trustees absent: Angie Becker

Also attending: Kelly Zurliene, Librarian

Secretary's Report: A quorum was established. Mary Heeren made a motion to accept the Secretary's report; Bonnie Holzinger seconded it and the Secretary's report was accepted.

Treasurer's Report: Bonnie Holzinger made a motion to accept the Treasurer's Report; Gwen Fischer seconded it. A roll call vote was called and the motion was approved.

Librarians Report: Kelly Zurliene explained the Quick Book reports. She also asked if it was ok to pay the Terminix and Spectrum bills yearly. It was suggested that she put them on autopay.

Kelly informed the board of the November Library Happenings:

- There were 4 "Story Times with Jan". Also, there will be no Story Times in December.
- The program for Small Business Day was a great success. Sixty-four people attended this first time program. The program was a Gingerbread theme with a gingerbread story, songs. Kelly read a story about what Santa does throughout the year, and Teresa Niemeyer reenacted the Gingerbread story. After the program everyone walked to the Breese Christmas parade. Kelly said this is a program they will do again next year.
- Knit Night occurs weekly on Tuesday nights. (The group did not meet one Tuesday because Lois had surgery on her wrist, but that doesn't need to be mentioned)
- The Teen Book Club is a very successful program that meets one Sunday a month.
- Kelly reads to residents at the Breese Nursing Home on Wednesday afternoons. She will start reading at the Breese Head Start in 2019.
- Kelly also announced the library's new website is up and running. She will send a link to all the board members.
- Kelly told the board the Per Capita Grant FY 2018 had arrived.

Kelly reported she would like to do a history-related adult program. She asked the board their opinion on what days and times would be best. Mary Heeren gave several very good suggestions on program performers.

Kelly also asked permission to buy an iPad; after Kelly gave her reasons the board agreed it was a good purchase.

Committee Reports

Building: No report **Finance:** No report **Books:** No report

Unfinished Business: The Children's Room interactive wall and stage is at a standstill until Kelly can meet with a designer. She showed several pictures of items she had considered and is getting prices for the items.

New Business: The board decided that the library will be closed Christmas Eve, Christmas Day and New Year's Day. The Library will be open New Year's Eve from 10 am to 2pm and Closed New Year's Day.

Mary Heeren made a motion to adjourn the meeting at 9:10 p.m. and it was seconded by Judy Kampwerth.

The next meeting has been scheduled for Tuesday, January 8, 2019 at 8:00 a.m. to avoid the holiday.

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report 1/8/19

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Mary Heeren, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Cyndi Riley, Gwen Fischer, Angie Becker, and Judy Kampwerth

Trustees absent: Also attending Kelly Zurliene, Librarian and Gary Usselman, Liaison for the City Council.

Secretary's Report: A quorum was established Mary Heeren made a motion to accept the Secretary's report; Bonnie Holzinger seconded it and the Secretary's report was accepted.

Treasurer's Report: Bonnie Holzinger made a motion to accept the Treasurer's report, Yvonne Ratermann seconded it. A roll call vote was called and the motion was approved.

Librarians Report: Kelly asked that the board approve payment to Diane Holtgrave for excess sick leave. A motion to approve was made by Judy Kampwerth, motion was seconded by Mary Heeren. A roll call vote was called; the motion was approved. She also asked on the possibility of getting another part-time person to give the staff more flexibility. Kelly explained her reasons for needing another part-time person. After much discussion the board agreed Kelly could start looking for a part-time staff person.

Kelly reported the story-time programs, Knit night, Adult book club and Teen book club would resume in January. Because of December being a busy family time for most patrons Story time and the Adult book club were not scheduled.

Committee Reports

Building: No report

Finance: No report

Books: No report

Unfinished Business: Kelly explained her vision of the Children's Room. She gave quotes on the various projects she would like to implement. The board asked numerous questions and it was tabled until next meeting so there could be further research.

New Business: Kelly had a meeting with the city to discuss staff health insurance. She had questioned if the library staff would receive the same options that the city employees received. She will get back to the board with the city's answer.

Jean Steinman made a motion to adjourn the meeting at 9:30 p.m. and it was seconded by Bonnie Holzinger.

The next meeting is scheduled for Tuesday, February 5, 2019 at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report 2/5/19

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Mary Heeren, Yvonne Ratermann, Jim Sprengel, Cyndi Riley, Gwen Fischer, Angie Becker, and Judy Kampwerth

Trustees absent: Bonnie Holzinger

Also attending Kelly Zurliene, Librarian, Gary Usselmann, City Liaison, Shelly Schadegg, City Business Administrator

Secretary's Report: A quorum was established. Cindi Riley made a motion to accept the Secretary's report; Gwen Fischer seconded it and the Secretary's report was accepted.

Treasurer's Report: Gwen Fischer made a motion to accept the Treasurer's report. Yvonne Ratermann seconded the motion. A roll call vote was called and the motion to accept the Treasurer's report was approved.

Librarians Report: Kelly Zurliene reported

Kelly explained the QuickBooks financial report for the month of January. She also gave an overview of how the accounts stand with four months to the end of the fiscal year.

Kelly then turned the floor over to Shelly Schadegg, City Business Administrator, who explained the choices the city offers to the city employees and the library employees. She explained the handout she brought of what choices the library board has for its employees. The board will review and decide which they will choose.

Kelly reported the Story time, Teen Book Club, and Adult Book Club are all going well. She then described how she will be targeting two markets: young families and retirees. She already has programs running for young families and will have Sherry Norfolk, a Children's storyteller, on April 29th for ages 1 – 5 years old.

She now has three Live History programs scheduled:

- Thursday, February 28 at 6pm, Sandra Pfeifer performs "East St. Louis: Where history, Courage, and Community Meet."
- Thursday, March 28 6pm, Marlene Rivero performs "Elizabeth Keckley: White Man's Gold, the Seamstress"
- Thursday, April 25 6pm, Brian "Fox" Ellis performs "A Soldiers Tale: The Civil War from the Front Lines"

Kelly described how she is looking into getting Andy Warhol-like artwork of Iconic Authors in the Adult Fiction area. She contacted Mater Dei and Central Community High schools' art department teachers.

She also reported that a large donation of books were donated to the library. She and the staff have been going through and choosing which books the library will keep.

Committee Reports

Building: No report

Finance: No report

Books: No Report

Unfinished Business: Kelly reported for unfinished business that 10 people applied for the part-time position to work 1 night a week, 1 Saturday a month and fill in if needed. She recommended Carol Grapperhaus. Cyndi Riley made a motion to accept Carol Grapperhaus as the new part-time employee, Angie Becker seconded the motion. A vote was taken, the motion was approved. The position will be offered to Carol.

Children's Room upgrade – a discussion on making sure the new upgrade is ADA compliant. The Board was in agreement for putting in the stage and the tree bookcase but will decide on the other items after Kelly checks on how handicap accessible they are.

New Business:

Judy Kampwerth made a motion to adjourn the meeting at 9:15 p.m. and it was seconded by Mary Heeren.

The next meeting is scheduled for Tuesday, March 5, 2019 at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report 3/5/19

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Cyndi Riley, Gwen Fischer, Angie Becker, and Judy Kampwerth

Trustees absent: Mary Heeren

Also attending: Kelly Zurliene, Librarian

Secretary's Report: A quorum was established. Gwen Fischer made a motion to accept the Secretary's Report; Judy Kampwerth seconded it and the Secretary's Report was accepted.

Treasurer's Report: Bonnie Holzinger made a motion to accept the Treasurer's Report Gwen Fischer seconded it. A roll call vote was called and the motion was approved.

Librarian's Report: Kelly Zurliene went over a one year in review report.

- Program attendance was up 92%
- Facebook followers increased by 91%
- Total circulation increased by 14%

Furthermore there were quite a few non-statistical changes in 2018 just a few:

- New logo and branding
- New Website
- SonicWall Firewall for increased internet safety
- New events/programs

Kelly recounted how she read in character (Snow White) at Aviston Countryside Manor; the residents loved the reading. She reached out to District 12 Pre-K and did a reading for them. Albers and Damiansville Pre-K came to the library to listen to a reading.

Kelly also reported the first LIVE History program was a great success. She also informed the board that Office 2019 will be installed on all machines. Two are already installed and the rest will be installed in the near future. Kelly informed the Boy Scouts (Dale Hempen) donated a laptop that can be used by patrons. Jim Astroth installed all the software on it.

Kelly passed out the Illinois Library Laws and Rules for Local Libraries (75ILCS) for the board to keep in their folders.

Committee Reports

Building: No Report

Finance: No Report

Books: No report

Unfinished Business: Kelly spoke directly to the ADA and presented the board with the information the ADA gave her. She also showed slides of what the Children's Room could look like. She will have a detailed proposal for the next meeting.

The board viewed the ordinance recognizing employees of the Breese Public Library as a separate class of employees, specifically in regards to employee benefits and compensation.

The board reviewed and signed the option of receiving Employee Health Insurance benefits through the City of Breese insurance plan as denoted on the sheet in 2019 for the full time library employees.

New Business:

Cyndi Riley made a motion to adjourn the meeting at 8:50 p.m. and it was seconded by Angie Becker.

The next meeting is scheduled for Tuesday, April 2, 2019 at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report 4/2/19

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Mary Heeren, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Gwen Fischer, and Judy Kampwerth

Trustees absent: Cyndi Riley, Angie Becker

Also attending Kelly Zurliene, Librarian, Gary Usselman, City Liaison, Jan Humphrey, Library Clerk

Secretary's Report: A quorum was established, Mary Heeren made a motion to accept the Secretary's report; Gwen Fischer seconded it and the Secretary's report was accepted.

Treasurer's Report: Judy Kampwerth made a motion to accept the Treasurer's report and Bonnie Holzinger seconded it. A roll call vote was called and the motion was approved.

Librarians Report: Kelly Zurliene said the LIVE History programs have been very successful and would like to do them yearly.

This week is the final week of Storytime and the Teen Book Club and Adult Book Club are well attended.

Kelly also explained she had contacted Mater Dei and Central High Schools about having students do Artwork for the Adult Fiction area. The Mater Dei art teacher contacted Kelly to accept the challenge. The library paid for the supplies and Kelly supplied a list of authors for the Art students to choose a subject. The colorful artwork turned out wonderful and is a great addition to the library.

Kelly gave a list of upcoming events: Kids Yoga, Mindful Meditation class for adults, Knit Nights once a month, Sherry Norfolk Program –April 29th and National Library Week will be April 8-13.

Kelly reported on IMEA grant through the City of Breese for the LED replacement project. It would convert all existing light bulbs to LED. The application to receive is due May 1st. Jean Steinman made a motion to approve Kelly completing the Application to convert all existing lights to LED. Bonnie Holzinger seconded it. A roll call vote was called the motion was approved.

Kelly asked to reschedule the June Library board meeting as she will be attending Directors University training in Springfield IL. She informed the board the training is for new directors and will be \$150 for 5 days. The board decided to change meeting to June 11, 2019.

Kelly gave her proposal for the Children's Room. The board weighed all options after much discussion. Jean Steinman made a motion to approve the Children's Room remodel proposal with the exclusion of the toy shelf and vinyl flooring until further notice. Gwen Fischer seconded the motion. A roll call vote was called the motion was approved.

The board went into discussion on the Fiscal year budget for May 1, 2019 – April 30, 2020 and employee benefits. Since the discussion ran long, the personnel salary/wages was tabled until next meeting.

Committee Reports No reports

Building:

Finance:

Books

Unfinished Business: No reports

New Business:

Bonnie Holzinger made a motion to adjourn the meeting at 10:40 p.m. and it was seconded by Judy Kampwerth.

The next meeting is scheduled for Tuesday, May 7, 2019 at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report 5/7/19

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Cyndi Riley, Gwen Fischer, Angie Becker, and Judy Kampwerth

Trustees absent: Mary Heeren

Also attending: Kelly Zurliene, Librarian.

Secretary's Report: A quorum was established. Gwen Fischer made a motion to accept the Secretary's report; Angie Becker seconded it and the Secretary's report was accepted.

Treasurer's Report: Gwen Fischer made a motion to accept the Treasurer's report; Yvonne Ratermann seconded it. A roll call vote was called and the motion was approved.

We received a Tax District Certification letter from the Clinton Clerk saying we will be receiving our payment – It will be almost the same as last year.

Kelly presented the End of Fiscal Year report.

After a discussion, Jean Steinman made a motion to approve the new Fiscal Year Budget: May 1, 2019 – April 30, 2020. It was seconded by Cyndi Riley. A roll call vote was called; the motion was approved.

Librarians Report: Kelly reported on the April happenings: the last of the Live History programs was the most attended of the three. There was a Kids Yoga class presented by Aggie Becker from the Clinton County Health Department. The Mindful Meditation classes for Adults is well attended; this Thursday's class is full. All Saints Preschool attended a Storytime program. The Girl Scouts will be using the Children's Room for meetings. Sherry Norfolk's Children's Storytelling event was very successful with 50 children attending.

National Library Week *Book Shelfies* initiative was a success with 144 *shelfies* taken. There were three winners, 2 Kindles and books given as prizes. Kelly reported on the Upcoming events. Sandra Pfeifer will do a Presentation *Illinois Speaks* on May 16th. She asked to start with Breese because of the wonderful turnout at her 1st presentation at Breese.

The Teen Book Club has chosen their books for the *Six Book Summer* program.

The Summer Reading Program takes place in July; the theme will be "A Universe of Stories."

Kelly reported: The tables and cushions have been ordered for the Children's Room and Cabinet Tree will be starting on the stage.

Committee Reports: No Reports

Building:

Finance:

Books

Unfinished Business: No reports

New Business:

Cyndi Riley made a motion to adjourn the meeting at 8:45p.m. and it was seconded by Angie Becker.

The next meeting is scheduled for Tuesday, June 11, 2019 at 8:00 p.m., a week later due to Kelly attending a Library Director's training in Springfield, IL.

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report 6/11/19

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Cyndi Riley, Gwen Fischer, Angie Becker, Mary Heeren and Judy Kampwerth

Trustees absent:

Also attending: Kelly Zurliene, Librarian

Secretary's Report: A quorum was established, Judy Kampwerth made a motion to accept the Secretary's report; Angie Becker seconded it and the Secretary's report was accepted.

Treasurer's Report: Bonnie Holzinger made a motion to accept the Treasurer's report; Gwen Fischer seconded it. A roll call vote was called and the motion was approved.

Librarians Report: Kelly reported there were memorials given to the Library in Memory of Robert Astroth.

Kelly showed some of the new furniture that she purchased; children's tables and cushions will be in mid-July. She also replaced two computers and updated the software on the others.

She also reported the Teen Book Club has 11 attendees this month; Adult Book Club had 11 attendees also. The Mindful Meditation program had 15 participants and another is planned for this Thursday, June 13. There will also be a Kids Yoga on June 29th and a Medicare information class on July 10th at 6:00 p.m. The Summer Reading program starts July 1st and the theme is "Universe of Stories." Participants will need a library card.

Kelly requested gas mileage reimbursement. A motion was made by Gwen Fischer to approve the reimbursement and it was seconded by Cyndi Riley. Roll call vote was called; the motion was approved.

There was a question on whether we should continue Christmas in July (Christmas board dinner in July). Gwen Fischer made a motion to continue Christmas in July, Cyndi Riley seconded roll call vote was called motion was approved.

Committee Reports: No Reports

Building:

Finance:

Books

Unfinished Business: No reports

New Business: Election of Officers. A motion was made by Bonnie Holzinger to reelect the same officers; Cyndi Riley seconded the motion. Roll call vote was called motion to retain all officers was approved. By Library law three of the officers will need to be sworn in at the next meeting.

Vlada, the foreign exchange student, is leaving and she gave the Library gift of a painting that she did. She will be missed by all.

Bonnie Holzinger made a motion to go into Executive Session to discuss staff salaries and wages; it was seconded by Yvonne Ratermann. Board went into Executive Session at 9:01p.m.

Angie Becker made a motion to Close the Executive Session; Judy Kampwerth seconded it. Executive Session closed at 9:29 p.m.

Cyndi Riley made a motion to raise salaries starting July 2nd as follows:

Kelly -- \$2,000 (annual)

Diane, Sheila and Jan .50 an hour

Carol - New employee

Mary Heeren seconded it and a roll call vote was called. Motion to raise salaries was approved.

Angie Becker made a motion to adjourn the meeting at 9:41 p.m. and it was seconded by Cyndi Riley. Meeting adjourned.

The next meeting is scheduled for Tuesday, July 9, 2019 at Chop House in St. Rose starting at 6:30 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report 7/9/19

The meeting was called to order at 6:44 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Mary Heeren, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Cyndi Riley, Gwen Fischer, Angie Becker, and Judy Kampwerth

Also attending Kelly Zurliene, Librarian, Guests; Breese Mayor Charles and Vicki Hilmes, Paul Steinman, Don Halbe, Jerry Holzinger, Carl Ratermann, AG Becker, Thomas Zurliene, Alfred "Sarge" and Diane Holtgrave, Joe and Jan Humphrey, Sheila and Dennis Meier

A quorum was established. Jean Steinman made a motion to dispense with the reading of the Secretary and Treasurer's reports. Yvonne Ratermann seconded the motion. A roll call vote was called and the motion was carried unanimously.

Jean Steinmann made a motion to adjourn the meeting at 6:45 p.m. and it was seconded by Yvonne Ratermann.

The next meeting is scheduled for Tuesday, August 6, 2019 at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report 8/6/19

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Mary Heeren, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Cyndi Riley, Gwen Fischer, and Judy Kampwerth

Trustees absent: Angie Becker

Also attending Kelly Zurliene, Librarian

Secretary's Report: A quorum was established Cyndi Riley made a motion to accept the Secretary's report; Gwen Fischer seconded it and the Secretary's report was accepted.

Treasurer's Report: Mary Heeren made a motion to accept the Treasurer's report Gwen Fischer seconded it. A roll call vote was called and the motion was approved. Kelly explained the monthly finance report. Kelly reported she has an Audit meeting at city hall tomorrow 8/7/19. Kelly asked for suggestions on how to use the donation in Memory of Robert Astroth. It was decided to use the donation for the "Mr. A Educational Resource Center" in the library.

Librarians Report: Kelly reported she will need to replace computer #3 & #4. Also, a printer for patrons will be needed preferably one with Wi-Fi/Air printer capabilities. Jean Steinman made a motion to buy both computers and the printer, Cyndi Riley seconded it. A roll call vote was called and the motion was approved.

Kelly needed approval to sell the angled table and 6 wooden chairs. Judy Kampwerth made a motion to sell all, Cyndi Riley seconded it. A roll call vote was called and the motion was approved.

Kelly reported that the Summer Reading program was a success with 60 children finishing the program. Story time will begin Sept 9 & 12th for 3-5 year olds for 4 weeks then have a break and start again.

There will be a children's program by Mike Anderson with his "Spooky Stories" on October 30 at 6pm for kindergarten through third grade. Also this fall are "Yoga Meditation for Everybody" on Thursdays Sept 5, Oct 17, and Nov 7 for 60 minutes and Kids Yoga at 10am on Saturdays Sept 7, Oct 19 and Nov 9 for 30 minutes. There will also be a Holiday Storytime on the night of the Christmas Parade.

Committee Reports **Building:** None **Finance:** None **Books:** None

Unfinished Business: None

New Business: Jean Steinman and Mary Heeren were sworn in for their new terms on the library board.

Kelly asked if the Library would be interested in subscribing to the Ancestry.com Library Edition for 1,400/year. After much discussion it was tabled until we can see if there is an interest by patrons to have this program.

Bonnie Holzinger made a motion to adjourn the meeting at 9:05 p.m. and it was seconded by Judy Kampwerth.

The next meeting is scheduled for Tuesday, September 3, 2019 at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report 9/3/19

The meeting was called to order at 8:00 p.m. by Vice President Angie Becker in the excused absence of President Jean Steinman.

Trustees present: Mary Heeren, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Cyndi Riley, Gwen Fischer, Angie Becker, and Judy Kampwerth

Trustees absent: Jean Steinman

Also attending Kelly Zurliene, Librarian

Secretary's Report: A quorum was established. Mary Heeren made a motion to accept the Secretary's report; Cyndi Riley seconded it and the Secretary's report was accepted.

Treasurer's Report: Gwen Fischer a motion to accept the Treasurer's report Bonnie Holzinger seconded it. A roll call vote was called and the motion was approved.

Librarians Report: Kelly Zurliene reported Storytime starts back up next week. There will be 4 in a row every Monday and Thursday. The theme of the Storytime series is weather.

There was an Audit meeting with Fick, Eggemeyer & Williamson CPA's PC. We are in good standing. They did have a few suggestions

- We will need one board member's initials on every credit card receipt and outstanding invoice
- Security /privacy in the office – we will have window tinting put on.
- In house operational changes – we will lock up checkbook.

In the Children's room, the new table had the wrong color – company will send out new table.

Effective January 1st 2020 we will need signage for single occupancy restrooms. After much discussion, it was decided that Kelly will have more signage to choose from at the next meeting.

Committee Reports: **Building:** No Report **Finance:** No Report **Books:** No Report

Unfinished Business: None

New Business: Angie Becker was sworn in as Vice President

Kelly asked for approval to sell items in the storage room (2 file cabinets and 12 kid's chairs) Bonnie Holzinger made a motion to sell 2 file cabinets and the 12 kid chairs. Judy Kampwerth seconded the motion. A roll call vote was called the motion passed.

There was a discussion about the process for the new library cards. We will discuss again at a later date.

After a discussion on the new patron printer, Bonnie Holzinger made a motion to do an agreement with CDS Office Technology to do the upkeep on the printer. Angie Becker seconded the motion. A roll call vote was called and the motion was approved.

Angie Becker made a motion to adjourn the meeting at 9:10 p.m. and it was seconded by Gwen Fischer. The next meeting is scheduled for Tuesday, October 1, 2019 at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report 10/1/19

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Cyndi Riley, Gwen Fischer, Angie Becker, and Judy Kampwerth

Trustees absent: Mary Heeren

Also attending Kelly Zurliene, Librarian

Secretary's Report: A quorum was established Gwen Fischer made a motion to accept the Secretary's report; Judy Kampwerth seconded it and the Secretary's report was accepted.

Treasurer's Report: Jim Sprengel made a motion to accept the Treasurer's report Gwen Fischer seconded it. A roll call vote was called and the motion was approved.

Librarians Report: Kelly reported Story Time went very well the theme was Weather. The Adult Book Club was well attended. The Children's room was used by many different organizations – Cub Scout registration, Hoyleton Youth Services, Girl Scout registration, Youth Librarians Meeting. Also Head Start and the ASA Pre-School visited the library. The Children's room is being offered to 5 different Pre-Schools from the area to visit.

Kelly said she is hoping to have an article on the new library cards. The card will have a fob for your key chain to make check out easier.

Kelly showed the board the Library event calendars that are offered to all patrons. There are several events in October.

- ADHD and Autism Strategies class taught by Aggie Becker
- Teen Book Club
- Adult Book Club
- Yoga & Meditation for Everyone
- Kids Yoga
- Medicare 101 w Shannon Ethridge
- Spooky Stories w/Mike Anderson on October 30 (no registration necessary)

Kelly reported the new patron air printer is being used.

Committee Reports **Building:** No Report **Finance:** No Report **Books:** No Report

Unfinished Business: No report

New Business: There was a question on if we wanted to clean the carpets – is was decided to wait until Spring. We will discuss again in May.

Kelly made a proposal to close early on the night before Thanksgiving. She cited a lack of patronage on that night and most libraries in the area close early that night. Angie Becker made a motion to close early the night before Thanksgiving Bonnie Holzinger seconded the motion. A roll call vote was called and the motion was approved.

Bonnie Holzinger made a motion to adjourn the meeting at 8:34p.m. and it was seconded by Gwen Fischer .

The next meeting is scheduled for Tuesday, November 5, 2019 at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report 11/5/19

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Bonnie Holzinger, Mary Heeren, Yvonne Ratermann, Jim Sprengel, Cyndi Riley, and Angie Becker,

Trustees absent: Gwen Fischer and Judy Kampwerth

Also attending Kelly Zurliene, Librarian

Secretary's Report: A quorum was established Angie Becker made a motion to accept the Secretary's report; Mary Heeren seconded it and the Secretary's report was accepted.

Treasurer's Report: Bonnie Holzinger made a motion to accept the Treasurer's report Angie Becker seconded it. A roll call vote was called and the motion was approved.

Librarians Report: Kelly reported

Eye insurance went up 59 cents and that 2020 insurance rates will be released in early December.

The Spooky Story program with Professional Storyteller Mike Anderson had 50 children and over 25 adults attending. November events included:

- Yoga- adults twice a month starting in January
- Kids Strong
- Kids Story Time
- Adult Book Club
- Teen Book Club

Kelly is meeting with other libraries to discuss the *1000 Books Before Kindergarten* program.

There will be a Library Crawl January 10 – 27th. This is a family friendly event with 50 libraries participating. You will start at your home library and end up at your home library. You will receive a passport and have it stamped at each library you attend.

There will be LIVE History programs in Feb, March, and April.

Storytime will have a Winter Series in January, none in February, and a Spring Series in March.

The Adult Book Club has a new 2020 list of books.

Kelly also asked if one board member could attend the Professional Development opportunity in Chatham IL with her.

Committee Reports: **Building:** None

Finance: None

Books: None

Unfinished Business:

New Business: Yvonne Ratermann made a motion to adjourn the meeting at 8:45p.m. it was seconded by Angie Becker The next meeting is scheduled for Tuesday, December 3, 2019 at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report 12/3/19

The meeting was called to order at 8:00 p.m. by President Jean Steinman.

Trustees present: Jean Steinman, Mary Heeren, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel, Cyndi Riley, Gwen Fischer, and Judy Kampwerth

Trustees absent: Angie Becker

Also attending: Kelly Zurliene, Librarian

Secretary's Report: A quorum was established, Mary Heeren made a motion to accept the Secretary's report; Judy Kampwerth seconded it and the Secretary's report was accepted.

Treasurer's Report: Gwen Fischer made a motion to accept the Treasurer's report. Yvonne Ratermann seconded it. A roll call vote was called and the motion was approved.

Librarian's Report: Kelly showed the Board the "Keep Calm and Read On" tumblers that will be given away as prizes for the Library Crawl. Participants will have two weeks to complete the Crawl. Participants visiting a minimum of 5 libraries will be entered into the tumbler drawing.

Kelly reported that in November author Fred Venturini was welcomed by the Adult Book Club. The Teen Book Club met, ASA 4th Grade visited the library and participated in a Dewey Decimal activity and the Medicare 101 program was packed. She said the children's chairs had not sold, so she will reduce the price.

The Board will have a special meeting concerning the 2020 Health Insurance plan. The City will need a letter stating the plan chosen by December 18th. Open enrollment begins December 19th.

On Dec. 12, a Disney 101 class was offered on, "How to plan a trip to Disney".

Committee Reports **Building:** None **Finance:** None **Books:** None

Unfinished Business: Dual use bathroom signs are up

New Business: None

Mary Heeren made a motion to adjourn the meeting at 8:50 p.m. and it was seconded by Yvonne Ratermann.

There will be a special meeting on December 19, 2019 concerning health insurance for staff.

The next regular meeting is scheduled for Tuesday, January 7, 2020 at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

