

Secretary's Report 1/7/2020

The meeting was called to order at 8:05 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

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

Special Meeting on December 19, 2019: Motion was made by Gwen Fischer to accept the Secretary's report; Judy Kampwerth seconded it and the Secretary's report was accepted.

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

The 2019 Per Capita Grant was received on December 18. It was used to pay for the renovation of the Children's Room.

Librarians Report: Kelly reported that almost all the children's chairs have sold. She reported on the upcoming events and programs

- The Library Crawl starts Friday, January 10, and ends January 27, 2020. If Library Crawlers visit 5 or more libraries, they will be entered in a giveaway at their home library.
- The library will be promoting the "1000 Book Before Kindergarten" national program beginning Feb. 22, 2020.
- The Winter Storytime Series will begin January 7, 2020.
- Adult Yoga will be on January 14th and 28th.
- The 2nd Disney Vacation Planning class will be on January 31st at 6:00pm.
- Adult Book Club and Teen Book Club will continue in 2020
- There will be 3 Live History Programs on February 27, March 24 and April 23

The board reviewed the 2020 Library Holidays. Jean Steinman made a motion to have the library stay open on Good Friday and to make Christmas Eve a paid holiday. Angie Becker seconded it. A roll call vote was called and motion was approved.

A motion was made by Angie Becker to approve excess leave payment to Holtgrave. It was seconded by Mary Heeren. A roll call vote was called and the motion was approved.

Committee Reports

Building: **Finance:** **Books:**

Unfinished Business: The carpet on the stage in the Children's Room will be replaced in February at no cost to the library. It will be a different product.

New Business:

Plan for next board meeting

- Report 2019 at a glance/2019 statistics
- Review Library Policies
- Update mission statement and goals

Cyndi Riley made a motion to adjourn the meeting at 9:12 p.m. and it was seconded by Judy Kampwerth.

The next meeting is scheduled for Tuesday, February 4, 2020 at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report Feb. 4, 2020

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

Trustees: Present were Gwen Fischer, Mary L. Heeren, Bonnie Holzinger, Judy Kampwerth, Cyndi Riley, Jim Sprengel and Jean Steinman. Absent were Angie Becker and Yvonne Ratermann

Others attending: Library Director Kelly Zurliene, Breese City Council liaison Gary Usselmann

Secretary's Report: On a motion by Heeren and second by Fischer, the January minutes were approved.

Treasurer's Report: Zurliene commented on several items including a refund on software that is single-use not multiple-use; purchase of a replacement microwave; the final tax distribution; and replacement carpet on the risers in the Children's Room at no cost. On a motion and second by Fischer and Kampwerth, the Treasurer's report was approved.

Librarian's Report:

-Yoga had 16 and 11 participants for the two January sessions; two more are set for February. The library pays \$25 to Aggie Becker to teach; she also volunteers regularly. The board approved March classes.

-Winter Storytime was successful. Jan Humphrey teaches the sessions with Carol Grapperhaus assisting which means more hours for both. The next session will begin in March.

-A Disney planner presented information on planning a Disney World vacation and 22 attended.

-The 2nd annual Library Crawl (1st for Breese) was successful with 86 people stopping by. Breese Library gave out Ski courtesy of Excel. Thirty local patrons visited five or more facilities and six lucky winners received a water bottle. Fischer visited 35 facilities during the three weeks; Zurliene and eight members of the Adult Book Club visited eight.

-1000 Books Before Kindergarten will launch Feb. 22. This is a cooperative initiative with Carlyle, Germantown and Trenton libraries; New Baden was also contacted. Packets can be picked up after parents/children register. An article will go out for Feb. 12 editions; Keith Housewright (Carlyle) and Zurliene are scheduled for a WCXO interview before the launch.

-Beginning Feb. 11, Community Link clients will be at Breese Library from 10 am to 12 noon Wednesday in the Children's Room for table games and exercises. The public is invited to participate.

-LIVE History 2020 will include Chris Vallillo Thursday, Feb. 27, with "Music of the Civil Rights Movement;" Dennis Stroughmatt Tuesday, March 24, with "French Creole Fiddle Tunes and Tales from the Illinois Country;" and Brian "Fox" Ellis Thursday, April 23, on "John Deere: A Discussion of History & the Future of Agriculture." Board members are encouraged to attend and assist as needed (chairs, etc.)

Other Business:

-Zurliene presented 2019 statistics, noting especially check-outs via the Cloud Library (up 46%). Most items increased except for check-outs of magazines (-37%), videos/DVDs (-2%) and audio (-11%) and patrons using desktop computers (-12%). Other statistics include:

-Program attendance increased by 21%;

-Number of Facebook page followers increased by 21%;

-Total item circulation by local Breese Library patrons was 27,684 in 2019, up from 25,436 in 2018 for a 9% increase

-The Cloud library is free to all library card holders; Zurliene will do more PR on its availability.

-IDNR picked up the stuffed otter for the visitor's center at either Carlyle Lake or Pere Marquette.

-"Blind Date with a Book," where books are wrapped in pink paper and labeled with a brief description and a heart for Valentine's Day, has been popular.

-The printer with software to allow downloading from a device has been working sporadically. IT has been called to check on the problem.

-The library's 1991 roof sprung a leak. No books were damaged and Litteken Construction has installed a temporary patch. The city is seeking bids on a replacement; Usselmann will follow-up.

-Statements of Economic Interest are due May 1. Zurliene sent links to board members.

Building Committee – no report; **Finance Committee** – no report; **Book Committee** – no report

New Business:

Updating the magazine area into a conversation noon – tabled until the April meeting

As the Breese Journal has digitized their archives, the library's microfilm version is no longer needed. Breese Historical Society accepted the microfilm for their archives; on a motion and second by Riley and Holzinger, the library will sell the microfilm reader to East St. Louis Public Library for \$500. They will pick-up.

Establishing standing committees of *Strategic Planning – Mission Statement & Goals; Building & Safety, Remodel & Renovation, Personnel Policies and Library Operational Policies* was discussed. Board members should let Zurliene know what committee he or she would be interested in. Each should have a minimum of two members plus Zurliene. For the personnel and operations policies, Zurliene will go through existing material and present a select number at each board meeting,

The meeting closed with photos from the Library Crawl and Zurliene and Fischer presented several things they had noted at other libraries. Possibilities that could be incorporated into the Breese facility included:

- Computer/laptop designated for the Share site, on some type of stand or podium;
- Coding Club;
- Lego Club (donations can be left at the library)
- Tech Day where an IT person is available to answer questions

With Board approval, the next meeting will be at 8 p.m. Tuesday, March 10, a week later than previously announced.

Adjournment

On a motion and second by Holzinger and Heeren, the meeting adjourned at 9:36 p.m.

Jean Steinman, President

Mary L. Heeren for Secretary Yvonne Ratermann

Secretary's Report 3/12/2020

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, Angie Becker, and Judy Kampwerth

Trustees absent: Gwen Fischer

Also attending Kelly Zurliene, Librarian

Secretary's Report: A quorum was established Judy Kampwerth made a motion to accept the Secretary's report; Jim Sprengel 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: Kelly Zurliene reported on the February Events and Programs:

- ❖ 1000 Books Before Kindergarten was launched. There were 30 participants for startup. You can sign up anytime throughout the year.
- ❖ There were 17 People at the LIVE History with Chris Vallillo
- ❖ Yoga, Adult Book Club and Teen Club still have considerable interest.
- ❖ Community Link brings in clients to play table games and chair exercises on Wednesdays from 10-12.

She also reported on the upcoming Events and Programs:

- ❖ There will be a LIVE History with Dennis Stroughmatt "French Creole Fiddle Tunes and Tall Tales on Tuesday, March 24 at 6:00pm
- ❖ Book Clubs will meet and Storytime will be on Monday's and Tuesday's in March

Committee Reports

Building: No Report

Finance: No Report

Books: No Report

Unfinished Business: None

New Business: Coronavirus precautions will be taken – Discussion on how to proceed if and when the virus worsens. If the virus upsurges it was decided the Library should close to keep our staff and library patrons safe.

Angie Becker 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, April 7, 2020 at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report 4/7/2020

The meeting was canceled due to the COVID-19 Pandemic. Financials from this month will be discussed at the next meeting.

Secretary's Report 5/5/2020

The Zoom 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 Cyndi Riley 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 Mary Heeren seconded it. A roll call vote was called, and the motion was approved.

Librarians Report: Kelly Zurliene reported that

- ❖ All March-July programs will be cancelled due to the COVID-19 pandemic.
- ❖ Kelly has been in contact with Germantown Public Library and Case Halstead Public Library Carlyle on reopening the libraries. They have contacted Phil Lenzini, Illinois Library Attorney in Springfield and Clinton County Health Dept regarding reopening procedures. The library will follow state guidelines. After a discussion, Kelly and the board had several suggestions including a possibility of a special hours for senior citizens and people with autoimmune deficiencies. There will be more discussions before opening the library.
- ❖ Kelly is researching possible E-Resources to offer such as these for future use:
 - Hoopla(eBooks)
 - Overdrive(eBooks)
 - RB Digital (digital magazines)
 - Tumblebooks (for Kids)
 - ABC Mouse (for Kids)
- ❖ Kelly distributed the end of fiscal year reports and her new budget proposal. After much discussion Mary Heeren made a motion to accept Kelly's budget as presented, Gwen Fischer seconded the motion and a roll call vote was called. The motion was approved unanimously.

Committee Reports Building: No Report **Finance:** No Report **Books:** No Report

Unfinished Business: Annual cost – of – living wages and salary increases. These will be discussed and finalized at the June 2020 meeting so the board can discuss in person.

New Business: Three board members took the Oath of Office, sworn in were:

- Yvonne Ratermann
- Gwen Fischer
- James Sprengel

Angie Becker made a motion to adjourn the meeting at 9 15 p.m. and it was seconded by Yvonne Ratermann.

The next meeting is scheduled for Tuesday, June 2, 2020 at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report 6/2/2020

The meeting was called to order at 6:37 p.m. by President Jean Steinman.

All members six feet apart with face masks due to COVID-19.

Trustees present: Jean Steinman, Mary Heeren, Bonnie Holzinger, Yvonne Ratermann, Gwen Fischer, Angie Becker, and Judy Kampwerth - Jim Sprengel (on Zoom)

Trustees absent Cyndi Riley

Also attending Kelly Zurliene, Librarian

Secretary's Report: A quorum was established Mary Heeren 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.

Librarians Report: Kelly reported:

No programs at this time – this will be reviewed at a later date.

Kelly had been delivering books. She delivered books to over 80 patrons -some to other towns. People were very appreciative -several sent notes of thanks.

Kelly sat in on a Zoom Meeting with the IHLS and ILA Library on reopening guidelines. There were 5 presenters. She reported the following overview:

- Delivery system will not start until July 13
- Books must stay 3 days in the book drop tubs before unpacking or sending back
- Books will be delivered in corridor in back of library
- 6 feet between computers (some will have to be moved)
- Separate workspaces for staff – each use own computer
- No signing in for computers on the clip board
- Breese library non -residents dues will be extended 12 weeks
- 1 Bathroom for Staff – 1 bathroom for patrons
- Recommended to remove all seating (the couches, chairs in reading area)
- Put away all toys and seating in the children's room
- Automatic Hand sanitizers for entrances (Kelly has on order)
- Large sign at entrances with guidelines and policies spelled out

Kelly informed board curbside will resume on June 8 Monday -Friday 10 -2 Wed 2-7

Kelly and Board brainstormed on the opening of the library to patron.

Kelly thanked the Board for supporting the Library staff. They were grateful for the support.

Committee Reports

Building: None

Finance: None

Books: None

Unfinished Business:

Gwen Fischer made a motion to go into Executive Session. Bonnie Holzinger seconded the motion at 7:45pm.

Mary Heeren mad a motion to leave Executive Session. Bonnie Holzinger seconded the motion. Executive session ended

New Business: Jean Steinman made a motion to raise salaries starting July 1st as follows:

Kelly -- \$3120 (annual)

Diane, Sheila, Carol, and Jan .50 an hour

Mary Heeren made a motion to adjourn the meeting at 8:09 p.m. and it was seconded by Bonnie Holzinger.

The next meeting is scheduled for Tuesday, July 7, 2020 at 6:30 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

Breese Public Library Board Meeting
Secretary's Report – July 21, 2020

The meeting was called to order by President Jean Steinman at 8:05 p.m. Tuesday, July 21 – two weeks later than the regular date of July 7 – and a quorum established.

Attending: Trustees Angie Becker, Gwen Fischer, Mary L. Heeren (taking minutes), Bonnie Holzinger, Judy Kampwerth and Jean Steinman with Jim Sprengel on Zoom. Absent: Yvonne Ratermann and Cyndi Riley. Also attending: Breese Library Director Kelly Zurliene.

Secretary's Report: Fischer and Heeren noted minor changes in the July minutes. Heeren will send corrections to Zurliene. On a motion and second by Fischer and Kampwerth, the minutes were approved with revisions. Minutes from the June Executive Session were emailed to all and will be held by Steinman.

Treasurer's Report: Zurliene noted janitorial expenses were way up and program expenses way down due to the Coronavirus. A second workstation with computer, telephone and barcode scanner was created. Plexiglass shields were installed at the Circulation Desk, a WiFi adapter was purchased for a computer now in the south-center area, and a lock was installed for the staff bathroom. On a motion and second by Holzinger and Heeren, the Treasurer's Report was approved on a roll call vote

Librarian's Report:

- Zurliene shared her report to Breese City Council on what the library was doing ref. the Coronavirus;
- Heeren was asked to draft an article ref. what is available, e-resources, hours, etc.;
- The library purchased the digital New York Times at a cost of \$1,128 and it is now available to all Breese Library card holders. Zurliene will monitor use in ref. to renewing/not renewing next year;
- Quite a few people have commented they are glad the library is open and being thoroughly cleaned;
- Currently, the library is open 10 a.m. to 2 p.m. Monday and Friday and 2 to 7 p.m. Wednesday plus curbside delivery. Suggested was 10 a.m. to 7 p.m. Mondays and Wednesdays and 10 a.m. to 2 p.m. Fridays, again with curbside pick-up. This would be an additional 9 hours;
- The library has been busy – an estimated 50 people came through a previous day over a four-hour time span and most have been abiding by the rules concerning masks, etc.;
- Breese Library operations are comparable to other facilities although all have some variations;
- What will the library do when Illinois moves to Phase 5? No decision except to “play it by ear.”
- What if the area returns to Phase 3? The library may go back to full curbside and not be open to foottraffic. In that case, a skeleton crew could handle: Zurliene and one full-time staff member;
- Demand for ebooks keeps increasing – up to 516 in June – and the library now has the New York Times (\$1,128/annual), ABC Mouse (free) and the Cloud Library (\$450/annual) available. Other possibilities include RB Digital for e-magazines (\$750/annual), Newsbank digital for the St. Louis Post Dispatch and Belleville News Democrat (\$765/annual) and Hoopla at approximately \$2 per hold. The Cloud Library may have one digital copy of a specific book so if more than one patron wants to check it out, they go on a wait list. With Hoopla, there are no holds, Zurliene explained, but the price is higher. If the 516 e-books checked out in June had used Hoopla, the cost would have been \$1,032;

-The roof was replaced by Martin Roofing of Lebanon; the A/C was replaced by Kohnen Air Conditioning of Germantown;

-Zurliene presented information on self-check-out units. Several members have seen them;

-Book Club has been meeting outside under the tree with social distancing.

Building, Finance & Book Committee Reports: none

New Business: none

The next meeting is set for 8 p.m. Tuesday, Aug. 4, at the library with Zoom available as needed.

On a motion and second by Holzinger and Fischer, the meeting adjourned at 9:04 p.m.

President Jean Steinman

Mary L. Heeren for Secretary Yvonne Ratermann

Secretary's Report 8/4/2020

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

Trustees present: Jean Steinman, Mary Heeren, Yvonne Ratermann, Jim Sprengel, Cyndi Riley, Gwen Fischer, and Angie Becker

Trustees absent: Bonnie Holzinger and 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; Yvonne seconded it and the Secretary's report was accepted.

Treasurer's Report: Angie Becker made a motion to accept the Treasurer's report Mary Heeren seconded it. A roll call vote was called, and the motion was approved.

Librarians Report: Kelly reported

- That the library has been busy, and that people are following the library protocols.
- Library hours will be extended to 7:00 pm on Mondays and Wednesdays.
- She also reported that E-book usage is up, and magazines usage is down.
- She also informed the board the 1000 Books program will have to be relaunched because of COVID.
- Kelly and staff weeded out outdated non-fiction books.
- Kelly and Mary will be getting together an article for the paper letting everyone know all the things going on at the library.

Committee Reports

Building: None

Finance: Kelly reported that First Bank has sold out to Dieterich Bank. She is in the process of changing checks and contacting any bills that are paid out the First Bank account to the Dieterich Bank account.

Books: None

Unfinished Business: None

New Business:

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

The next meeting is scheduled for Tuesday, Sept 1, 2020 at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report 9/1/2020

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

Trustees present: Jean Steinman, Mary Heeren, Bonnie Holzinger, Yvonne Ratermann, Jim Sprengel via Zoom, Cyndi Riley, Angie Becker and Judy Kampwerth

Trustees absent: Gwen Fischer

Also attending: Kelly Zurliene, Librarian

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

Treasurer's Report: Angie Becker 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 reported the library had been shut down for 2 weeks as a staff member had COVID. She distributed the COVID Return to Work Policy, which she will follow.

She also informed the board there has been quite a bit of movement of library materials in the past months.

A discussion was had on moving the day and time of the Library Board meeting; this was tabled.

It was also decided to keep library hours on Monday & Wednesday from 10am-7pm and Friday 10am-2pm.

Committee Reports: Building: No Report **Finance:** No Report **Books:** No Report

Unfinished Business: There was a question if we are still looking into using a self-checkout program. After a discussion, it was decided it will be put on hold.

New Business: Kelly reported that the 1st Installment of the library tax distribution payment and the 2020 Per Capita Grant were received.

Bonnie Holzinger made a motion to adjourn the meeting at 8:48pm and it was seconded by Cyndi Riley.

The next meeting is scheduled for Tuesday, Oct. 6, 2020 at 8:00pm.

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report 10/13/2020

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

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

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; 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 Mary Heeren seconded it. A roll call vote was called and the motion was approved.

Kelly remarked that the Audit went well and the auditor recommended that whoever is reviewing the payroll needs to initial all the payroll paperwork. Kelly and Gwen added a column to the payroll report named FMLA listing COVID hours. If a staff member gets COVID, they would get paid for 80 hours, according to FMLA, but is only a one-time event.

Librarians Report: Kelly reported

- Kelly was contacted by the City of Breese about Executive Session tapes taking up a lot of room in the Safety Deposit box. They recommended the library get their own box. Kelly is checking into how long tapes must be kept.
- Kelly digitalized the archived minutes and Agendas and posted them on www.breeselibrary.org.
- Kelly reported that because of COVID, the library is following all the IHLS rules and precautions which includes quarantining books for 7 days in a sealed container.
- Kelly also received an thank you email from a non-resident patron saying the Breese library staff is very much appreciated.

Committee Reports: Building: No Report **Finance:** No Report **Books:** No Report

Unfinished Business: The neighboring business dumpster that was sitting in the library parking lot will be moved by the owner to their property.

New Business:

Gwen Fischer made a motion to adjourn the meeting at 8:38 p.m. and it was seconded by Angie Becker.

The next meeting is scheduled for Tuesday, Nov. 3, 2020 at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report 11/3/2020

The meeting was called to order at 8:00 p. m. by Vice President Angie Becker.

Trustees present: Angie Becker, Mary Heeren, Bonnie Holzinger, Yvonne Ratermann, Cyndi Riley, Judy Kampwerth, Gwen Fischer, Jean Steinman (via Zoom) and Jim Sprengel (via Zoom).

Trustees absent: None

Also attending: Kelly Zurliene, Library Director

Secretary's Report: A quorum was established; Bonnie Holzinger 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 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 reported

- The second tax distribution was received; the checking account balance looks good.
- Fifteen members of the Adult Book Club held a book discussion in October with masks and social distancing.
- Kelly is deliberating on how to handle children's programming in 2021. She would like to relaunch the 1000 Books Before Kindergarten program soon.
- Use of E-Resources is climbing. Adversely, magazines, CDs, and DVDs are less and less checked out.

Committee Reports: Building: No Report

Finance: Kelly distributed the *Standards for Illinois Public Libraries* in preparation for the 2021 Per Capita Grant. The board is asked to read chapters 1 & 2 so it can be discussed at the next meeting. The board will be discussing all chapters at future meetings.

Books: No Report

Unfinished Business: None

New Business: Kelly opened a discussion on open hours for the library. It was decided

- Monday & Wednesday 10 a.m. – 8 p.m.
- Tuesday, Thursday, and Friday 10 a.m. – 4:30 p.m.
- Saturday is still undecided. It was tabled until after 1st of year.

Bonnie Holzinger made a motion to adjourn the meeting at 8:41 p.m. and it was seconded by Judy Kampwerth.

The next meeting is scheduled for Tuesday, Dec. 1, 2020 at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report 12/1/2020

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

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

Trustees absent: Bonnie Holzinger, Yvonne Ratermann

Also attending Kelly Zurliene, Library Director

Secretary's Report: A quorum was established. Cyndi Riley 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 Cyndi Riley seconded the motion. A roll call vote was called, and the motion was approved by all.

Librarian's Report: Kelly reported the library hours have changed and we have gone back to curbside service until after the holidays. This is due to the new stipulations by the state and the uprise in the local outbreak.

Kelly also advised that patrons can use the computers but must make an appointment to do this.

Committee Reports:

Building: No Report

Finance: No Report

Books: No Report

Mary Heeren made a motion to adjourn the meeting seconded by Angie Becker. The meeting was adjourned at 8:15pm.

The next meeting is scheduled for Tuesday, January 5, 2021 at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary