

Breese Public Library

Secretary's Report 4/6/2021

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

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

Trustees absent:

Also attending: Kelly Zurliene, Library Director, and Gary Usselmann, Breese City Council Liaison

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; Cyndi Riley seconded it. A roll call vote was called and the motion was approved.

Library Director's Report:

Kelly reported her goal is to have the library go back to normal hours in June if possible.

All Saints Academy 1st Grade visited the library for a mini story time and the Book Club met in the library this month as well. Both groups had proper Personal Protective Equipment (masks), used hand sanitizer, and practiced social distancing.

Kelly is looking into getting Hot Spots (Mobile Wi-Fi devices) after other libraries in the area have started lending them out. She explained how much they would cost per month (\$29) and how they would be used. She will be checking with other libraries for more information. A decision on whether to offer them to patrons will be made at another meeting.

Committee Reports:

Building: Staff toilet was not working properly. Kelly called Gerstner Plumbing who recommended both be replaced. Kelly talked to the City and on Monday, April 5, they were both replaced.

The safe broke. Brent's Lock and Key was called and they recommended the safe be replaced. A safe is now on order.

Books:

Unfinished Business: Kelly showed some signage for inside the library. She had checked on a company that offered the signage. She liked the colors, font and high-density foam board but will check other companies for a better price with the same quality. She was hoping a local company could give us the same quality of signage.

New Business: There was a discussion on having the building power washed. Kelly will talk to Don or Dale at the City of Breese. Kelly will also check on getting more lighting in the parking lot.

Finance: Much discussion was held on the fiscal budget for the 2021-2022 year. Bonnie Holzinger made a motion to accept the budget for 2021-2022; Angie Becker seconded it. A roll call vote was called and the budget was accepted. See attached budget.

Cyndi Riley made a motion to go into executive session to discuss salaries; Yvonne Ratermann seconded the motion. The Library Board went into executive session at 8:20 p.m.

Cyndi Riley made a motion to leave the executive session; Bonnie Holzinger seconded the motion. The Board exited the executive session at 9:53 p.m.

Cyndi Riley made a motion to approve salaries:

Kelly Zurliene, Library Director – \$21.50

Diane Holtgrave, Assistant Librarian - \$22.97

Sheila Meier, Custodian – \$18.12

Jan Humphrey, Library Clerk - \$12.50

Carol Grapperhaus, Library Clerk - \$12.00

New Hire, Youth Services Librarian - \$12.00

Angie Becker seconded the motion. A roll call vote was called and the motion was unanimously approved.

Jean Steinman made a motion to adjourn the meeting at 9:56 p.m. and it was seconded by Judy Kampwerth. Meeting was adjourned.

The next meeting is scheduled for Tuesday, May 4, 2021 at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

NEW FISCAL YEAR BUDGET 2021 - 2022

EXPENSE CATEGORY	BUDGET AMOUNT
Books and Materials	\$15,000.00
Building/Furniture/Remodel	-
Computer Hardware	\$2000.00
Computer Software	\$1,000.00
E-book and Other Digital Offerings	\$3,000.00
Employee Insurance	\$18,500.00
Janitorial Supplies	\$2,000.00
Maintenance/Repair	\$1,000.00
Meetings & Mileage	\$300.00
Miscellaneous	\$1,000.00
Office Supplies	\$7,000.00
Payroll Expenses	\$138,000.00
Postage	\$150.00
Printer & Copy Machine Agreements	\$2,000.00
Programs	\$4,000.00
Systems Sub. & Dues	\$5,000.00
Telephone & Automation	\$2,500.00
Utilities	\$5,000.00
Total	\$207,450.00