

## **Secretary's Report 2/2/2021**

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

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

**Trustees absent:** Gwen Fischer

Also attending: Kelly Zurliene, Library Director

**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:** Yvonne Ratermann 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:

The fourth and final property tax distribution check arrived. The Illinois minimum wage increase will affect employee pay. Kelly presented the end of the 3<sup>rd</sup> quarter fiscal report.

The Breese Public Library hours with COVID-19 precautions (masks, social distancing) are:

Mon 10am - 8pm

Tuesday 10am – 4:30pm

Wednesday 10am – 8pm

Thursday 10am – 4:30pm

Friday 10am – 4:30pm

Saturday 8am – 1pm

Kelly made a request to purchase a circulation desk computer. Bonnie Holzinger made a motion to purchase the computer and Judy Kampwerth seconded it. A roll call vote was called. The motion was approved.

**Committee Reports: Building:** A question of whether to replace the outdoor trash can on the north side of the building. After much discussion, Kelly will get a price on replacing the can.

**Finance:** 2021 Per Capita Grant discussion of checklists in *Serving our Public 4.0 Standards for Illinois Public Libraries*. The Board was charged with choosing one item from each chapter to improve on in 2021. Examples of a few choices are improvement of lighting in back of the library and parking lot, update floor plans, update disaster plan, reach out to schools. Several choices were made from each of the 13 sections of the booklet.

**Books:** Kelly reported that she and staff have relocated adults paperbacks and biographies to a new location in the library and completed the weeding of the adult non-fiction books. Also, she is planning to do new signage for book sections to make them easier to find and create a seating area in the adult non-fiction/juniors section.

**Unfinished Business:**

**New Business:** Kelly submitted a request to hire a Youth Services Librarian. The board discussed duties and hours of the position. Bonnie Holzinger made a motion to hire a part-time Youth Services Librarian with a pay range of \$12 an hour. Judy Kampwerth seconded the motion. A roll call vote was called, and the motion was passed.

Angie Becker made a motion to adjourn the meeting at 9:30pm and it was seconded by Cyndi Riley.

The next meeting is scheduled for Tuesday, March 2, 2021 at 8:00pm.

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Jean Steinman, President

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Yvonne Ratermann, Secretary