

Secretary's Report 1/5/2021

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

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

Trustees absent: Mary Heeren

Also attending: Kelly Zurliene, Library Director

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

Treasurer's Report: Jim Sprengel 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.

Librarian's Report: Kelly reported:

- The third tax distribution check has arrived.
- There has been an increase of 21 new library card holders in the last 2 months.
- She has plans to extend the curbside hours on Mondays and Wednesdays and open curbside services on Saturdays from 8am – 1pm beginning Jan. 16, 2021. To announce, she will put signs on the doors, post on Facebook, put in the newspaper, and post on the library web site.
- Also, Kelly and staff are accommodating patrons calling to use a computer by appointment.

The Adult Book Club met via Zoom in December and plan to do the same in January. It is the only program that is meeting because of COVID-19.

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

Unfinished Business: Kelly reported the 2021 Per Capita Grant application is due March 15, 2021, and we will be discussing requirements at the February meeting.

New Business: None

Angie Becker made a motion to adjourn the meeting at 8:20 p.m. and it was seconded by Cyndi Riley.

The next meeting is scheduled for Tuesday, February 2, 2021 at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

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 3rd 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.

Jean Steinman, President

Yvonne Ratermann, Secretary

Secretary's Report 3/2/2021

Breese Public Library

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

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

Trustees absent: Angie Becker

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

Librarian's Report: Kelly reported that interviews were conducted for the Youth Services Librarian. There were several very excellent candidates. One was chosen and is undergoing a background check. The new hire will start training April 1 and will be working two evenings a week and every other Saturday.

Kelly staged the seating area in the adult non-fiction/juniors section, so the board could visualize how this area would look with chairs and an ottoman. After the board looked at several different styles of chairs, Cindy Riley made a motion to purchase 4 chairs and an ottoman. Gwen Fischer seconded the motion. A roll call vote was called and the motion was approved.

There were questions and a discussion on purchasing the America's News subscription for the Belleville News Democrat and the St. Louis Post Dispatch. It would allow library card holders to read on their electronics by using their library card barcode number. It could be used as a search tool as well. It would cost the library \$755 for the first 15 months and has an unlimited amount of logins. Kelly will put out a Facebook post to see how many patrons would take advantage of this service.

Kelly also remarked on how many wonderful comments she received on the Centralia Sentinel article on the library.

Committee Reports:

Building: There was much discussion on the state of the parking lot since the snow removal. Also, a question on the feasibility of a handicap accessible parking space on the east side of the building since they could use the sidewalk on the side of the building. A need for more lighting in the parking lot was discussed as well.

Finance: No Report **Books:** No Report

Unfinished Business: The circulation desk computer was purchased and was set up by Jim Astroth.

A discussion was held on whether to replace the outdoor trash can. The board agreed they would like to have it replaced. Kelly had examples of several trash receptacles, but will price more before the next meeting.

New Business: In 2022, the Breese Library will be celebrating its 60th Anniversary. Kelly asked everyone to start thinking of ideas to celebrate this milestone.

Bonnie Holzinger made a motion to adjourn the meeting at 9:00 p.m. and it was seconded by Cyndi Riley. Meeting was adjourned.

The next meeting is scheduled for Tuesday, April 6, 2021 at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

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

Breese Public Library Board

Secretary's Report 5/4/2021

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

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

Trustees absent:

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

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: Yvonne Ratermann made a motion to accept the Treasurer's Report; Bonnie Holzinger 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 open with full hours by June 21.
- News Bank had 596 log-ins April 12 thru April 30. The Board agreed it was a successful endeavor.
- Kelly asked that purchase of Hot Spots be tabled until there is more interest.
- The indoor signage is ordered but will take 4 to 6 weeks to be delivered.
- Megan Holthaus is the new Youth Services employee. She will start the end of May.
- Storytime will be held June 14, June 21 and June 28 with a 6 pm and a 7 pm class. Class will be 30 to 45 minutes with 10 minutes of free play. Kelly has posted it on Facebook.
- The Summer Reading Program will begin on July 1 with packet pick-up from 10 am to 8 pm that day.
- There will be an Art Class on July 8; students can choose a 10 am or a 6 pm session.
- Thursday, July 15, will be the Summer Reading Program finale with Magician Glen Foster at 10 am under the Pavilion at Hannah's Playground. Winners will be announced and prizes awarded.

Committee Reports:

Building: The new concrete outdoor trash can was delivered and placed closer to the building.

Kelly met with Dale from the City about the exterior lighting in the rear lot – he will add another light to the existing pole. If that doesn't work, they may add another pole to the parking lot.

She also talked to Dale about power washing the building – they will do that in a few weeks.

Finance: Kelly reported it is the start of the new Fiscal Year. She included the new budget in the financial statements.

Books: The new Youth Services staff member will relaunch "1000 Books Before Kindergarten."

Unfinished Business: The safe has been delivered and will now have to be bolted down.

New Business: Cyndi Riley, Bonnie Holzinger and Judy Kampwerth were sworn in as Library Board members.

Bonnie Holzinger made a motion to retain all the Board officers (President Jean Steinman, Vice-President Angie Becker, Secretary Yvonne Ratermann and Treasurer Judy Kampwerth). Cyndi Riley seconded the motion. All officers agreed to keep their offices for another year. The Board expressed their appreciation to all the Board officers.

Kelly asked if the Board would like to have a “Christmas In July” party. All agreed. It will be discussed at the next meeting.

Cyndi Riley made a motion to adjourn the meeting at 8:31 p.m. and it was seconded by Gwen Fischer.

The next meeting is scheduled for Tuesday, June 8, 2021 at 8:00 pm (a week later than usual).

Jean Steinman, President

Yvonne Ratermann, Secretary

Breese Public Library

Secretary's Report 6/8/2021

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

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

Trustees absent:

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

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

Librarians Report: Kelly reported:

The library will go back to normal hours on June 28, 2021.

At Storytime last week, children learned about the life cycle of the butterfly. The Storytime registration was filled within 2 days.

The July Summer Reading program has 74 participants.

There was a great response to the NewsBank subscription offering; The Belleville News Democrat and St. Louis Post Dispatch were very well received by library patrons.

Committee Reports: Building: Kelly reported the library signs are hung. Also, the library did get power washed. Also, there was a discussion on the exterior lighting signage in the parking lot for the Library. Kelly will be going to the City Council finance meeting to ask if signage is possible for the parking lot, since it is a public lot.

Finance: No Report **Books:** No Report **Unfinished Business:** No Report

New Business: There will be a Library Board *Christmas in July* Dinner. Kelly will check with everyone on the date and Chop House on when they can accommodate us. There will be cocktails at 6:30pm and a meal at 7:00pm. Kelly will contact library board members, library staff, Mayor Timmerman, and Gary Usselmann on date and time of meal.

Bonnie Holzinger made a motion to adjourn the meeting at 9:00pm and it was seconded by Angie Becker.

The next meeting is scheduled for Tuesday, July 6, 2021, at 8:00pm.

Jean Steinman, President

Yvonne Ratermann, Secretary

Breese Public Library

Secretary's Report 7/6/2021

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

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

Trustees absent:

Also attending: Kelly Zurliene, Library Director

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

Librarian's Report: Kelly reported:

- The reading program on Thursday, July 8, "Reading Colors your World" will have an Art Class taught by Melissa Richter from Highland.
- The following reading program on Thursday, July 18th will be a Magic Show.
- Kelly remarked lots of people have been coming into the library, especially the children with the Reading Program Scavenger Hunt.
- Storytime with Meagan Holthaus was very successful with many people asking when the next program will be starting.
- The *Christmas in July* dinner for the library board, staff and guests will be Wednesday, July 28th, starting at 6:30 p.m. at the Chop House. The library will close at 6:00 p.m. so that staff can make it to the dinner.
- There was a question on if the library will be closed for Juneteenth next year – Kelly will check with other libraries to hear how they are handling it.

Committee Reports: Building: The city has agreed to 6 parking signs stating during library hours Library patrons only. They will attach to the building and will be reflective.

Finance: The city sent a gas bill for the library to Kelly requesting the library pay. The board looked over the gas bills. The library will start paying this month.

Books:

Unfinished Business:

New Business: Industrial Vacuum repair. Kelly talked with the vacuum repair rep. He says that it is just a circuit board repair. He took it with him, so we will not have to ship.

Cyndi Riley made a motion to adjourn the meeting at 8:32 p.m. and it was seconded by Yvonne Ratermann.

The next meeting is scheduled for Tuesday, August 3, 2021, at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

Breese Public Library

Secretary's Report 8/3/2021

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

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

Trustees absent: Angie Becker

Also attending: Kelly Zurliene, Library Director, Gary Usselmann, Liaison for the City Council

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. Gwen Fischer seconded it. A roll call vote was called, and the motion was approved.

Librarian's Report: Kelly reported two more signs were purchased; Biography and Audiobooks.

The summer programs are over and were very well received. There were 4 art classes taught by Melissa Richter and the Magician Show by Glen Foster for the last day of the Summer Reading Program. Kelly will contact Glen for next year. The YMCA Summer Program visited Wednesday and Thursday; 30 children each day. The children learned a lot about the library.

There will be a Substance Use Informational class for parents of teenagers on August 4th and one for teenagers on August 5th.

The Book Club has continued throughout the pandemic. The *1000 Books Before the Kindergarten Program* has resumed.

Committee Reports: Building: Kelly and staff repotted the plants in the front of the library and added one more Jade plant, which was donated by a patron. The fire alarm was serviced this month. Kelly will ask about getting the parking lot striped

Finance: Kelly distributed handouts: the balance sheet, profit and loss, profit and loss detail, budget report, payroll, the Librarian's Report for July 2021 and the fiscal report to date.

Books: No Report

Unfinished Business:

New Business: Gary Usselmann thanked Kelly for organizing the Dinner for the Library Board. Everyone agreed it was a very enjoyable evening.

Cyndi Riley 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, September 7, 2021 at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

BREESE LIBRARY BOARD MINUTES

Secretary's Report 9/7/2021

President Jean Steinman called the Breese Library Board meeting to order at 8:05 p.m.

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

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; 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 and Yvonne Ratermann seconded it. A roll call vote was called, and the motion was approved.

Librarian's Report: Kelly reported:

There will be two programs starting

- ASA visits 2nd grade doing weekly visits.
- Fall Storytime will be starting September 14th. Masks will be required.

Kelly presented a job description for the Circulation Clerk position.

1. The board will review all job descriptions for the policy binder.
2. They will proofread, discuss, and make suggestions for all other policies.

Committee Reports:

Building: The city is going to re-stripe different areas in the city. We are hoping to get the parking lot re-striped.

Finance:

- Our first tax distribution payment came this month, \$104,041.16, and Per Capita was awarded for \$6,551.95.
- Terminix Pest Control price increased by \$2.
- QuickBooks Online subscription price increased from \$40 to \$50. Kelly will call the company to ask some questions.
- The city made a mistake in payroll. It will be corrected on the next paychecks.

Books:

- Kelly bought Dewey Decimal System dividers for the bookshelves.
- Staff will be trained on a new system LEAP that will be installed at no cost difference. We now use POLARIS, but it will no longer be supported.

Unfinished Business: None

New Business: None

Cyndi Riley made a motion to adjourn the meeting at 8:31 p.m. and it was seconded by Gwen Fischer. The motion was approved.

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

Jean Steinman, President

Yvonne Ratermann, Secretary

BREESE LIBRARY BOARD MINUTES

Secretary's Report 10/5/2021

President Jean Steinman called the Breese Library Board meeting to order at 8:00 p.m.

Trustees present: Jean Steinman, Bonnie Holzinger, Cyndi Riley, Gwen Fischer, Angie Becker; Mary Heeren and Jim Sprengel via Zoom.

Trustees absent: Judy Kampwerth and Yvonne Ratermann

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 the motion and it was approved.

Treasurer's Report: Cyndi Riley 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.

Librarian's Report: Kelly reported that a discount for the Quickbooks program (now costing \$50 per month) is available through a non-profit organization TechSoup for \$75 per year. The non-profit provides the program nationally to libraries and requires that Quickbooks be bought through them. Kelly is willing to perform the required work for set up. After the initial set-up, the program will run as usual.

The past month has been busy and successful with lots of new families enjoying the facilities.

Meagan has been doing a great job with Storytime.

The new software program – Polaris LEAP – is being used and learned by all personnel. Diane has become more familiar with the program and is sharing her knowledge with the rest of the staff.

Unfinished Business: The Job Description for the Circulation Clerk for the Board Policy binder has been checked and verified and is completed. The Assistant Librarian description has been distributed to board members and is ready for final review.

New Business: Cyndi Riley brought up the need for finishing the Children's Room with possible plank flooring. Painting the brick wall and closet doors was also discussed. Kelly will contact several companies for prices and samples.

Angie Becker made a motion to adjourn the meeting at 8:20 p.m. and it was seconded by Cyndi Riley. The motion was approved.

The next meeting is scheduled for Tuesday, November 2, 2021 at 8:00 p.m.

Jean Steinman, President

Bonnie Holzinger for Secretary Yvonne Ratermann

BREESE LIBRARY BOARD MINUTES

Secretary's Report 11/2/2021

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

Present: Trustees: Mary Heeren, Bonnie Holzinger, Yvonne Ratermann, Cyndi Riley, Angie Becker, Gwen Fischer and Jean Steinman, Jim Sprengel (via Zoom). Also: Kelly Zurliene, Librarian, and Gary Usselmann.

Absent: Trustee: Judy Kampwerth

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: Gwen Fischer 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.

A discussion was held on the back-up funds. Kelly will check into CD's, and passbook savings accounts that offer interest.

Librarians Report: Kelly reported

- Storytime has ended.
- All Saints Academy 5th, 6th and 8th have reached out to the library for weekly visits.
- 2nd Grade continues to come every week.
- The library has the new free SHARE App. It can be accessed through your own library account. To log in, you will need your library card barcode number and the password is the last four numbers of your cell phone. You can scan the ISBN number of any book to request.

Committee Reports: Building:

- Clearwave has sent a quote for a Fiber Optics Line including free installation. The offer would replace Spectrum. It would include free installation. It would take at least 3 or 4 months before it can be installed. Gwen Fischer made a motion to accept the contract and Mary Heeren seconded it. A roll call vote was called and the motion passed.
- Flooring samples were shown for the Children's Room. The choice of color for the Children's room and the magazine room was unanimous. Kelly will get quotes from another flooring company.

Finance:

The Quickbooks donation-based account has successfully transferred. The old Quickbooks will be canceled.

Two computers will need to be replaced soon. It will be discussed at a later date.

Kelly informed the board of the price increase of laminating supplies and suggested a price increase. Cyndi Riley made a motion to increase the price of laminating and Bonnie Holzinger seconded it. A roll call vote was called and the motion was passed.

Books: No Report

Unfinished Business:

New Business:

Gwen Fischer made a motion to adjourn the meeting at 9:12 p.m. and it was seconded by Mary Heeren.

The next meeting is scheduled for Tuesday, December 7, 2021, at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary

BREESE LIBRARY BOARD MINUTES

Secretary's Report 12/7/2021

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

Present: Trustees: Mary Heeren, Bonnie Holzinger, Yvonne Ratermann, Cyndi Riley, Judy Kampwerth, and Jean Steinman, Jim Sprengel (via Zoom). Also: Kelly Zurliene, Library Director.

Absent: Trustees: Gwen Fischer and Angie Becker

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

Librarian's Report: Kelly reported she would like to establish a policy on how to decide on the insurance for the library staff. Kelly and Jean will discuss wording for the policy and it will be submitted for approval at the January 4th, 2022 meeting.

After reviewing holiday closings for 2022, it was decided to make a policy that if holidays fall on a Sunday that the library will close on Monday. Also discussed was the Juneteenth holiday. It was decided that the library would remain open on Juneteenth and would mark the date with activities.

Board meeting dates were discussed. Since Dieterich bank statements are not accessible until the evening of the 2nd of the month, ideas being considered are changing the meeting to the second week of the month or have unfinished reports that would not be backed up with bank statements. The discussion will continue at the January 4th, 2022 meeting.

Committee Reports: Building: After the board reviewed the flooring quotes, Cyndi Riley made a motion to accept the quote from Preferred Flooring. A roll call vote was called, and the motion was approved. Kelly will check on getting quotes for painting the Children's Room before the flooring is installed.

Finance: No report

Books: No report

Unfinished Business: No report

New Business:

Bonnie Holzinger made a motion to adjourn the meeting at 9:07 p.m. and it was seconded by Mary Heeren.

The next meeting is scheduled for Tuesday, January 4, 2022, at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary