

Secretary's Report 01/10/23

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

Trustees present: Cyndi Riley, Judy Kampwerth, Bonnie Holzinger and Jean Steinman. Mary Heeren and Jim Sprengel attended via Zoom.

Trustees absent: Yvonne Ratermann, Gwen Fischer, and Angie Becker

Also attending: Kelly Zurliene, Library Director

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

The Secretary's Report was accepted with all ayes.

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

- Diane Holtgrave will receive \$357.41 in excess sick leave payment on her next pay check using the rate of 50% of her current hourly salary.

Librarian's Report: Kelly reported:

- She is organizing guest speakers to offer 8-10 minute presentations to the Book Club.
- A new program offered by Brittany Lemmons sponsored by the State of Illinois called "Birth to Five." It is designed to begin reading for 3-5 year olds. The program will be offered Thursday evenings and Friday mornings starting the third week in January. Information can be found on the Library Facebook page.
- Kim Miller will be starting Storytime on Tuesday mornings and evenings for 6 weeks in the near future. Check Facebook for further information.
- Kelly is working on the Library Annual Report which is due at the end of January.

Committee Reports:

Building: No Report

Finance: No Report

Unfinished Business:

- The attempt to collect the tax withheld on the check from ComputerShare/ Sugar Creek Financial Corp. continues.

New Business:

- Jean Steinman made a motion to transfer \$25,000 of the reserve funds to an interest-bearing Certificate of Deposit at Community Bank and \$25,000 to Germantown Trust and Savings Bank. Bonnie Holzinger seconded the motion. It was passed unanimously on a roll call vote.

Judy Kampwerth made a motion to adjourn the meeting at 8:45 p.m. and it was seconded by Cyndi Riley.

The next meeting is scheduled for Tuesday, February 14, 2023 at 8:00 p.m.

Jean Steinman, President

Bonnie Holzinger, Acting Secretary

BREESE LIBRARY BOARD MINUTES

Secretary's Report 02/14/23

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

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

Trustees absent: None

Also attending: Kelly Zurliene, Library Director

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

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.

- An 11-month interest bearing Certificate of Deposit in the amount of \$25,000 has been purchased from Germantown Trust and Savings Bank with a 4.1% APY. A 15-month interest bearing Certificate of Deposit in the amount of \$25,000 has been purchased from Community Bank with a 4.18% APY.

Librarian's Report: Kelly reported:

- The Spring Storytimes have been scheduled with morning and evening sessions starting Feb. 28. The classes are already half-filled.
- Jim Sprengel's 50 year anniversary as a Breese Library Board member will be celebrated during the annual Library Dinner. Jim's family will be invited to attend.
- Some speakers have been booked for the Summer Reading program.
- The City of Breese is removing the two large trees flanking the Third Street entrance to the library parking lot.

Committee Reports:

Building: No Report

Finance: No Report

Unfinished Business:

- The attempt to collect the tax withheld on the check from ComputerShare/ Sugar Creek Financial Corp. continues.

New Business:

- Mary Heeren mentioned National Library Week is coming up April 23-29. Several potential activities were mentioned.

Cyndi Riley made a motion to adjourn the meeting at 8:28 p.m. and it was seconded by Judy Kampwerth .

The next meeting is scheduled for Tuesday, March 14, 2023 at 8 p.m.

Jean Steinman, President

Bonnie Holzinger, Acting Secretary

BREESE LIBRARY BOARD MINUTES

Secretary's Report 03-14-23

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, and Jean Steinman. Mary Heeren attended via Zoom.

Trustees absent: Yvonne Ratermann

Also attending: Kelly Zurliene, Library Director.

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

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

Librarian's Report: Kelly reported:

- She met with Chief Berndsen about safety issues and security camera systems. Chief Berndsen said the fastest way to get emergency assistance is to call 911. He liked the idea of cameras, especially those mounted outside. Kelly received a quote from Jim Astroth for \$4290 that was for the purchase and installation of an 8-channel hardwired security system with a monitor and 8 cameras (4 inside & 4 outside).
- She also shared information with the board on personal alarms that could be worn by the library employees as a safety precaution

Judy Kampwerth made a motion for the library to move forward with the purchase and installation of the camera system. Jim Sprengel seconded the motion. A roll call vote was called and the motion was approved with all ayes.

Committee Reports:

Building: No Report

Finance: No Report

Unfinished Business:

- The library received a 1099 form regarding tax withholding on check #0056301499. Corey Richter filed it with the IRS.

New Business:

- A. Nominating committee for the election committee. This will be tabled until the April meeting
- B. Kelly shared with the board that Yvonne Ratermann is going to step down from the library board due to other commitments

Bonnie Holzinger made a motion to adjourn the meeting at 8:53 p.m. and it was seconded by Cyndi Riley.

The next meeting is scheduled for Tuesday, April 11, 2023 at 8:00 p.m.

Jean Steinman, President

Gwen Fischer, Acting Secretary

BREESE LIBRARY BOARD MINUTES

Secretary's Report 04/11/23

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

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

Trustees absent: None

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

Secretary's Report: A quorum was established. Bonnie Holzinger made a motion to accept the Secretary's Report and Cyndi Riley seconded it. The Secretary's Report was accepted with all ayes.

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 with all ayes.

Librarian's Report: Kelly reported the following:

- She met with Jim Astroth who will place the order for the security cameras.
- She also purchased a personal alarm as an option for the library employees to wear as a safety precaution.
- The story time program ended and she received a lot of positive feedback.
- She shared with the board a letter of resignation she received from Jan Humphrey. Jan resigned effective 04/01/23.
- Two trustees will be sworn in at the next meeting for another 3-year term.
- She discussed several improvement ideas for 2023:
 - an awning for the south entrance (Gary Usselmann will check on this at the next city council meeting)
 - landscaping upkeep
 - the back door leaks (she will follow-up with Don Voss)

Committee Reports:

Building: No Report

Finance: The Budget for Fiscal Year May 1, 2023 to April 30, 2024 was discussed. Following the discussion, a budget of \$241,050.00 was approved on a motion by Jean Steinman and seconded by Angie Becker. Budget breakdown:

- Books & Materials - \$17,500
- Building/Furniture/Remodel - \$3,000
- Computer Hardware - \$5,000
- Computer Software - \$1,500
- E-book & Digital - \$1,000
- Employee Insurance - \$18,500
- Janitorial Supplies - \$2,500
- Meetings & Mileage - \$300

- Miscellaneous Expense - \$3,500
- Office Supplies - \$7,000
- Payroll Expenses - \$150,000
- Postage - \$250
- Printer & Copy Machine Agreements - \$4,000
- Programs - \$5,000
- Repairs & Maintenance - \$3,000
- System Sub. & Dues - \$7,000
- Telephone & Automation - \$5,000
- Utilities - \$7,000

Books: No Report

Unfinished Business:

- Nominating committee for the board of directors in May

New Business: None

At 9:13 p.m. Bonnie Holzinger made a motion to go into executive session to discuss payroll. Cyndi Riley seconded the motion. The executive session was closed at 9:57 p.m. on a motion by Judy Kampwerth and seconded by Bonnie Holzinger.

Following the discussion, on a motion by Cyndi Riley and seconded by Angie Becker, the board approved payroll increases.

The meeting was adjourned at 9:58 p.m. on a motion by Judy Kampwerth and seconded by Gwen Fischer.

The next meeting is scheduled for Tuesday, May 9, 2023 at 8:00 p.m.

Jean Steinman, President

Gwen Fischer, Acting Secretary

BREESE LIBRARY BOARD MINUTES

Secretary's Report 05/09/2023

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

Trustees present: Cyndi Riley, Judy Kampwerth, Bonnie Holzinger, Angie Becker, Gwen Fischer, Jean Steinman, Jim Sprengel, Mary Heeren and Allison Netemeyer.

Trustees absent: None

Also attending: Kelly Zurliene, Library Director

Secretary's Report: A quorum was established. Mary Heeren made a motion to accept the Secretary's Report and Judy Kampwerth seconded it.

The Secretary's Report was accepted with all ayes.

Treasurer's Report: Bonnie Holzinger 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 Library Fiscal Year ended on April, 2023. A detailed report was available for members to see the entire year in each budget category.

Librarian's Report: Kelly reported:

- The video surveillance system is complete. Eight cameras were installed; four outside and four inside.
- The City of Breese responded to our request for building maintenance projects in the 2023-2024. Kelly read the response aloud.
- Summer Storytime for toddlers will take place on Tuesday evenings in June. The Summer Reading Program will take place in July. The Summer Reading theme this year is "Find Your Voice." Both programs require registration.
- Next month, the library board, staff, and Mayor Timmermann will celebrate Jim Sprengel's 50th year serving on the Library Board at our annual library dinner on June 3rd.

Committee Reports:

Building: No Report

Finance: No Report

Unfinished Business:

New Business:

- New Library Board member Allison Netemeyer was welcomed by library trustees. Allison swore in her first three-year term replacing longtime Secretary Yvonne Ratermann. We thank Yvonne for her service.

- Library Board members Gwen Fischer and Jim Sprengel stated the oath of office for another three-year term.
- Nomination committee for the board of directors took place. Bonnie Holzinger made a motion to nominate Jean Steinman for Library President, Angie Becker for Vice President, Judy Kampwerth for Treasurer, and Gwen Fischer for Secretary. Cyndi Riley seconded the motion.

Angie Becker made a motion to adjourn the meeting at 9:09 p.m. and it was seconded by Mary Heeren.

The next meeting is scheduled for Tuesday, July 11, 2023.

Jean Steinman, President

Gwen Fischer, Secretary

BREESE LIBRARY BOARD MINUTES

Secretary's Report - 07/11/23

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

Trustees present: Gwen Fischer, Mary Heeren, Bonnie Holzinger, Cyndi Riley, Jim Sprengel and Jean Steinman

Trustees absent: Angie Becker, Judy Kampwerth and Allison Netemeyer

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

Secretary's Report: A quorum was established. Mary Heeren made a motion to accept the Secretary's Report with a revision to add the meeting date to the May minutes. Bonnie Holzinger seconded the motion and it was accepted with all ayes.

Treasurer's Report: Gwen Fischer made a motion to accept the Treasurer's Report and Mary Heeren seconded it. The motion was approved on a roll call vote.

- The Per Capita Grant in the amount of \$6,845.48 was received.
- Kelly informed the board that the purchase of non-resident library cards was up considerably.

Librarian's Report: Kelly reported on the following:

- Illinois Public Library Annual Report was completed on July 1st
- Programs:
 - Summer Storytime for ages 2-5 was held (met once a week for 4 weeks)
 - The Summer Reading Program started on July 1st with 87 kids signed up. Participants receive a free T-shirt. Activities include: a scavenger hunt, reading challenge, and three live performers to encourage positivity around reading
 - Upcoming Comic Workshop for adults and children is set for August 3rd from 6:00-8:00 p.m. at the library

Committee Reports:

Building: No Report

Finance: No Report

Books: No Report

Unfinished Business:

- Building improvements and repairs
 - Awning - Kelly obtained several quotes for awnings for the back door and employee entrance
 - Landscaping - Kelly received a bid for landscaping on the front of the building
 - South exterior door leakage/seal problem

The board discussed these improvements/repairs with Gary Usselmann. It was decided to table the issue until the board can meet with the city finance committee at their August meeting.

New Business:

- Kelly and the board members will attend the August 21st city finance meeting to discuss building improvements and repairs.

Bonnie Holzinger made a motion to adjourn the meeting at 9:05 p.m. and it was seconded by Cyndi Riley.

The next meeting is scheduled for Tuesday, August 8, 2023 at 8:00 p.m.

Jean Steinman, President

Gwen Fischer, Secretary

BREESE LIBRARY BOARD MINUTES

Secretary's Report - 08/08/23

The meeting was called to order at 8:07 p.m. by President Jean Steinman.

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

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 the motion and it was accepted with all eyes.

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

Librarian's Report: Kelly reported on the following:

- A total of 55 kids completed the Summer Reading Program and scavenger hunt.
- The Comic Night was a big hit with 23 people attending.
- Two of the patron's computers will need to be replaced soon as well as the main computer in the office.
- Kelly and staff recently reviewed the library's mission statement and goals. They made some revisions which she shared with the board. Kelly and the Board reviewed and made additional updates to the Vision, Goals, Values and Stewardship sections. The board will review the remaining sections at future meetings.

Committee Reports:

Building:

- The staff bathroom door lock is broken. Don Voss looked at it and will have a new lock installed
- The south exterior door leakage/seal problem will be tabled until a discussion at the City Finance meeting on August 14th.
- Landscape improvement - Kelly will get updated bids for new landscaping
- The purchase of an awning over the back doors will also be tabled until the City Finance meeting

Finance: No Report

Books: No Report

Unfinished Business:

- The security light is not working by the employee entrance.

New Business: None

Cyndi Riley made a motion to adjourn the meeting at 9:16 p.m. and it was seconded by Judy Kampwerth.

The next meeting is scheduled for Tuesday, September 5, 2023 at 8:00 p.m.

Jean Steinman, President

Gwen Fischer, Secretary

BREESE LIBRARY BOARD MINUTES

Secretary's Report - 09/05/23

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

Trustees present: Angie Becker, Gwen Fischer, Mary Heeren, Bonnie Holzinger, Allison Netemeyer, Jim Sprengel and Jean Steinman

Trustees absent: Judy Kampwerth and Cyndi Riley

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

Secretary's Report: A quorum was established. Bonnie Holzinger made a motion to accept the Secretary's Report. Allison Netemeyer seconded the motion and it was accepted with all eyes.

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

Librarian's Report: Kelly reported on the following:

- The library received their tax distribution payment on August 25th (1st of 4).
- Kelly spoke with the mayor about the awning over the back doors. He is going to discuss further with the city council and will get back with Kelly.
- The library will need another part-time employee in the future to work one evening shift and one short day shift. This will be discussed further at a future meeting.

Committee Reports:

Building: No report

Finance: No report

Books: No report

Unfinished Business:

- Kelly and the board will continue to review the remaining sections of the Policy book at the next meeting.

New Business: None

Angie Becker made a motion to adjourn the meeting at 8:28 p.m. and it was seconded by Jim Sprengel.

The next meeting is scheduled for Tuesday, October 10, 2023 at 8:00 p.m.

Jean Steinman, President

Gwen Fischer, Secretary

BREESE LIBRARY BOARD MINUTES

Secretary's Report – Oct. 10, 2023

The meeting was called to order at 8:10 p.m. Tuesday, Oct. 10, 2023, by Treasurer Judy Kampwerth in the absence of President Jean Steinman, Vice President Angie Becker and Secretary Gwen Fischer. Mary L. Heeren served as secretary. A quorum was present.

Trustees present: Mary L. Heeren, Bonnie Holzinger, Judy Kampwerth, Allison Netemeyer, Cyndi Riley and Jim Sprengel

Trustees absent: Angie Becker, Gwen Fischer and Jean Steinman

Also attending: Kelly Zurliene, Library Director

Secretary's Report: On a motion and second by Bonnie Holzinger and Cyndi Riley, the minutes of the Sept. 5, 2023, meeting were approved.

Treasurer's Report: On a motion and second by Jim Sprengel and Mary L. Heeren, the Treasurer's Report was approved on a roll call vote with all ayes. Gifts totaling \$145 in memory of Catherine Schrage were received and discussion was held on how to appropriate the funds. A book was suggested reflecting her interest. The library will also say thank you to the family.

Librarian's Report:

- Fall Storytime is "going great," per the library director with a third session added due to demand.
- The library is participating in the annual Library Crawl Oct. 1-31 and giving away bottles of Ski and a card. To date, there have been 21 visitors from other libraries and 23 Breese patrons participating.
- Medicare 101 on Oct. 9 was successful with 13 attending.
- Senior Scams will be offered Thursday, Oct. 19.

Committee Reports:

Building: No Report

Finance: No Report

Books: No Report

Unfinished Business:

- Discussion was held in reference to a letter received from the Breese Public Buildings Committee concerning who (library or city) has responsibility for what expenses, specifically landscaping around the library building, a canopy over the rear entrance and a rear entrance door that leaks. Several options were outlined by the Public Buildings Committee. The Board agreed the rear door repairs were the first priority including any damage/mold mitigation in the entryway due to water coming in. 2) - Board members would also like more specific information regarding the rear door canopy and possibly additional lighting in that area with a decision on how to proceed tabled for a future meeting.

- Bylaws in the library policy manual were discussed and Kelly will send out a selected section, asking for revisions/editing.
- Parking spots need to be better marked – the city will do this work in conjunction with other parking lot markings.
- Kelly presented a list of how much money cardholders had saved by checking out library material. Possibly honoring the top names, possibly during National Library Week in April or at some other time was suggested.

The meeting was adjourned at 9:03 p.m. on a motion and second by Cyndi Riley and Allison Netemeyer.

The next meeting is set for 8 p.m. Tuesday, Nov. 14.

Treasurer Judy Kampwerth
for President Jean Steinman

Acting Secretary Mary L. Heeren

BREESE LIBRARY BOARD MINUTES

Secretary's Report - 11/14/23

The meeting was called to order at 8:06 p.m. by Vice President Angie Becker in the absence of President Jean Steinman.

Trustees present: Angie Becker, Gwen Fischer, Judy Kampwerth, Allison Netemeyer, Cyndi Riley, and Jim Sprengel

Trustees absent: Bonnie Holzinger, Jean Steinman, and Mary Heeren

Also attending: Kelly Zurliene, Library Director

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

Treasurer's Report: Angie Becker made a motion to accept the Treasurer's Report and Cyndi Riley seconded it. The motion was approved on a roll call vote.

Librarian's Report: Kelly reported on the following:

- Library Crawl - had lots of visitors and 26 Breese patrons who participated with 12 of them finishing the crawl by attending at least 5 libraries. Those who finished were entered into a drawing and three winners received an inscription candle.
- Breese Historical Society display case - Breese Historical Society members/volunteers decorated the display case with items to commemorate Veterans Day. They plan on displaying different themed historical items every month.
- Book Club Book Tasting - will be held on November 15th at 6:00 p.m. Those attending will vote for the 2024 book club list.

Committee Reports:

Building: No report

Finance: No report

Books: No report

Unfinished Business:

A. Building/Maintenance

- Lines to be repainted in the parking lot - the city has this on their agenda to complete by January 2024
- New bathroom door and lock ordered - the city will install

- External employee door light does not work - two city employees looked at it but were unable to repair it. Kelly will follow up with them on next steps to be taken
- External back door leak - the city agreed to provide a stop gap issue until a new door can be ordered. Kelly will follow up with them for a timeline
- Response to City of Breese Building Committee letter - the board discussed the email received from the Breese Building Committee and asked Kelly to find out what amount of their building and grounds budget remains for fiscal year 2023/2024

New Business:

A. Per Capita Technology Grant

- Kelly informed the board that the library received their Per Capita Grant of \$6,845. This grant is intended to be used for technology. Kelly presented several options for this grant money:
 - New computers to replace four outdated computers (2 patron computers, 1 circulation computer and 1 library director computer). She presented a quote from Dell Business in the amount of \$3,965.
 - VOX books - A permanently attached VOX reader transforms a print book into an all-in-one read-along audio book. Books typically cost between \$25 and \$40.
 - Wi-Fi Hotspot (portable Wi-Fi that could be checked out by patrons) She will investigate monthly costs for this service.

After a brief discussion Cyndi Riley made a motion to use the Per Capita Grant funds to purchase four computers from Dell Business for \$3,965, purchase up to \$1500 in VOX books, and spend the remaining funds on the Wi-Fi hotspot service. Angie Becker seconded the motion and it passed on a roll call vote.

Angie Becker made a motion to adjourn the meeting at 9:11 p.m. and it was seconded by Allison Netemeyer.

The next meeting is scheduled for Tuesday, December 12, 2023, at 8:00 p.m.

Vice President Angie Becker

For President Jean Steinman

Gwen Fischer, Secretary

BREESE LIBRARY BOARD MINUTES

Secretary's Report - 12/12/23

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

Trustees present: Gwen Fischer, Mary Heeren, Bonnie Holzinger, Judy Kampwerth, Allison Netemeyer, Cyndi Riley, Jim Sprengel and Jean Steinman

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 the motion and it was approved.

Treasurer's Report: Bonnie Holzinger made a motion to accept the Treasurer's Report and Jim Sprengel seconded it. The motion was approved on a roll call vote.

Librarian's Report: Kelly reported on the following:

- Four new computers were ordered and will be installed next week
- She checked on prices for purchasing a Wi-fi hot spot for the library and TechSoup had the best price of \$120 per hot spot for a one year contract. There is a \$9 shipping fee per hot spot. After a brief discussion the board decided to purchase three Wi-fi hot spots from TechSoup and check them out for a one week period initially.
- She ordered the VOX books and a display stand for them. They have not yet arrived.

Committee Reports:

Building: The new back doors have been ordered but have not been delivered. The new lock for the bathroom door has been ordered but not yet installed.

Finance: No report

Books: No report

Unfinished Business: None

New Business:

- A. Paid Leave for All Workers (PLAW) Act - Kelly informed the board that the SB208 signed into law by Governor JB Pritzker will mandate paid time off to be used for any reason. This legislation provides employees with up to 40 hours of paid leave during a 12-month period starting January 1, 2024. The paid leave will accrue at the rate of one hour for every 40 hours worked. Starting on March 31, 2024, or 90 days following

commencement of employment, workers can begin using their earned time off for any reason without providing documentation to their employer under the PLAW Act.

- B. American Library Association (ALA) Bill of Rights - Kelly said the board needs to make a decision on the ALA Bill of Rights (anti-book banning policy) in order to receive Per Capita Grants going forward. Libraries need to take action by January 1, 2024. After a brief discussion, the board agreed to adopt the ALA Library Bill of Rights. This will be added to the library's Policy Manual.
- C. Long Range Strategic Plan - Kelly said that the board needs to have a Long Range Strategic Plan. This will be worked on in 2024.
- D. Emergency Manual - Kelly said the board needs to create an Emergency Manual. This will be worked on in 2024 along with reviewing the Policy Manual.
- E. History Series - Judy Kampwerth asked if the library was going to have a History Series in 2024. Kelly said she will look into this and reach out to possible presenters.

Bonnie Holzinger made a motion to adjourn the meeting at 9:05 p.m. and it was seconded by Mary Heeren.

The next meeting is scheduled for Tuesday, January 9, 2024 at 8:00 p.m.

President Jean Steinman

Gwen Fischer, Secretary