

BREESE LIBRARY BOARD MINUTES

Secretary's Report - 01/09/24

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

Trustees present: Angie Becker, Gwen Fischer, Bonnie Holzinger, Judy Kampwerth, Cyndi Riley and Jean Steinman. Mary Heeren, Allison Netemeyer and Jim Sprengel attended 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 and Judy Kampwerth seconded it. The motion was approved with all ayes.

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

- The Germantown Trust & Savings Bank (GTSB) CD matured on 12/31/23. Jean Steinman and Judy Kampwerth checked with the area banks on current CD rates to determine which bank was offering the highest rate. On 01/05/24, they cashed out the CD at GTSB for \$25,927.60 and opened a new 12-month CD with an APY of 5.1% at Scott Credit Union.
- The library received their 3rd tax distribution payment amount of \$13,208.68 on 12/22/23.

Librarian's Report: Kelly reported on the following:

- Diane Holtgrave accumulated 64.4 hours of excess sick leave hours beyond 240 hours for the calendar year. Per Library Board Policies, Diane will receive payment on her next paycheck using the rate of 50% of her current hourly salary. Mary Heeren made a motion to approve the excess sick leave payment of \$795.98 to Diane Holtgrave. Allison Netemeyer seconded the motion and the motion was approved on a roll call vote.
- A Riverbend Astronomy Program is scheduled for March 7th at 6:30 p.m.

Committee Reports:

Building:

- The new back doors have been ordered but have not been delivered.
- The new lock for the bathroom door came in but has not yet been installed.
- The striping on the parking lot has not been completed yet.
- The outside light over the employee door is not working and has not been fixed yet.

Finance: No report

Books: The VOX books arrived but the display stand has not been delivered yet.

Unfinished Business:

- Policy Manual & Employee Handbook Update - Kelly and the board brainstormed on short-term (1-2 years) and long-term goals (10-15 years) for the library.

New Business: None

Cyndi Riley made a motion to adjourn the meeting at 8:46 p.m. and it was seconded by Bonnie Holzinger.

The next meeting is scheduled for Tuesday, February 13, 2024 at 8:00 p.m.

Jean Steinman, President

Gwen Fischer, Secretary

BREESE LIBRARY BOARD MINUTES

Secretary's Report - 02/13/24

The meeting was called to order at 8:02 p.m. by Vice President, Angie Becker.

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

Trustees absent: None

Also attending: Kelly Zurliene-Library Director, Gary Usselman-City Council Liaison (via phone), Sandy Hemann-City Clerk and Kevin Timmermann-City Mayor.

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

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

- The library received their 4th tax distribution payment amount of \$71.46 on 01/10/24 (Mobile Home Tax)

Librarian's Report: Kelly reported on the following:

- Upcoming Programs at the Library
 - Epilepsy and First Aid Training on February 21st at 5:00 p.m. (2-hour training)
 - Disney 101 on March 4th at 6:00 p.m.
 - Storytime Series with Kim Miller in March and April
- Building Maintenance
 - A new employee door was installed at the back of the building
 - The light by the employee door was fixed
 - The parking lot still needs to be striped
 - The leaking issue on the glass double doors at the back entrance is still not fixed

Committee Reports:

Building: No report

Finance: No report

Books: The VOX book display stand has not been delivered yet.

Unfinished Business: None

New Business:

Health Insurance coverage: Sandy Hemann and Kevin Timmermann attended the meeting to explain the new Health Insurance plan that the City of Breese has selected for all city employees. Kelly and Diane are covered by this plan. The City has moved from a traditional plan to a self insurance plan with a fixed cost through Consociate Health. They explained the following features of the plan to the Library Board:

- The plan is effective from 02/01/24 to 12/31/24
- The City will have to pay for all employee claims
- The City will be responsible for up to \$40,000 in claims for every employee
- The maximum they can pay for the calendar year is \$731,048.52
- The monthly premium per employee is \$1,294.47
- The employee deduction is \$67.13 per paycheck
- Employees can choose a Single or a Family plan (no change in premium)
- Employees will have the option to switch to a different plan next year
- The Department that the employee works in is in charge of the cost
- The cost paid into the plan covers all claims
- If the amount of claims paid out does not exceed the maximum amount, the excess money stays in an account and may possibly result in a lesser employee deduction next year

The board members asked what would happen if there was a catastrophic employee claim that exceeded the \$40,000 limit per employee. Kevin said in that situation the employee would be "lasered". He said if we had additional questions, they could arrange for the insurance broker to meet with the board to discuss in detail.

Statement of Economic Interest: Gwen Fischer told the board she received an email from Dorothy Elling with the County Clerk's office with the 2024 Annual Statement of Economic Interest form required for all appointed to specific positions/boards. She reminded them the form was due by May 1, 2024.

Judy Kampwerth made a motion to adjourn the meeting at 9:13 p.m. and it was seconded by Bonnie Holzinger.

The next meeting is scheduled for Tuesday, March 12, 2024 at 8:00 p.m.

Angie Becker, Vice President
for Jean Steinman, President

Gwen Fischer, Secretary

BREESE LIBRARY BOARD MINUTES

Secretary's Report - 03/12/24

The meeting was called to order at 8:04 p.m. by Vice President Angie Becker.

Trustees present: Angie Becker, Gwen Fischer, Bonnie Holzinger, Allison Netemeyer, Cyndi Riley and Jim Sprengel. Mary Heeren attended via Zoom.

Trustees absent: Judy Kampwerth and Jean Steinman

Also attending: Kelly Zurliene-Library Director

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

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

- Donations in memory of Yvonne Ratermann
 - The board discussed several options for using the donations received in memory of Yvonne. It was mentioned that there may be more donations still arriving. The board agreed to table the discussion until the next meeting.
- The City of Breese requested a budget list prior to their April City Council meeting. The board prioritized the list in the order shown below:
 - Replace double back door on south side of building due to leaking issue
 - Awning over double back door to keep patrons dry in inclement weather
 - Replace landscaping

Librarian's Report: Kelly reported on the following:

- Riverbend Astronomy Night was rescheduled to March 13th at 7:00 p.m.
- Building Maintenance
 - The parking lot still needs to be striped
 - The leaking issue on the glass double doors at the south entrance is still not fixed

Committee Reports:

Building: No report

Finance: No report

Books: The VOX book display stand was delivered and the display is set up near the front door. It will be moved to the Children's Room in the next few weeks.

Unfinished Business: None

New Business: None

Angie Becker made a motion to adjourn the meeting at 8:54 p.m. and it was seconded by Cyndi Riley.

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

Angie Becker, Vice-President
for Jean Steinman, President

Gwen Fischer, Secretary

BREESE LIBRARY BOARD MINUTES

Secretary's Report - 04/09/24

The meeting was called to order at 8:03 p.m. by Treasurer Judy Kampwerth.

Trustees present: Gwen Fischer, Mary Heeren, Bonnie Holzinger, Allison Netemeyer, Cyndi Riley and Jim Sprengel. Jean Steinman attended via phone call.

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 and Cyndi Riley seconded it. The motion was approved with all ayes.

Treasurer's Report: Allison Netemeyer made a motion to accept the Treasurer's Report and it was seconded by Gwen Fischer. The motion was approved on a roll call vote. Kelly reported on the following:

- Additional donations were received in memory of Yvonne Ratermann
- She made a large purchase of VOX books as they have been very popular with patrons

Librarian's Report: Kelly reported on the following:

- Story Time started today
- Hot spots are being checked out by the patrons

Committee Reports:

Building: Kelly reported that Don Voss added weather stripping on the outside of the double doors on the south side of the building. They are going to see if this prevents water from coming in during inclement weather. If so, they may not need to replace the double doors.

Finance: The Budget for Fiscal Year May 1, 2024 to April 30, 2025 was discussed. Following the discussion, a budget of \$281,775 was approved on a motion by Bonnie Holzinger and seconded by Cyndi Riley. The motion was approved with all ayes. Budget breakdown is listed below:

| Expenses | Budgeted Amount |
|-----------------------------------|------------------------|
| Books & Materials | \$20,000 |
| Building/Furniture/Remodel | \$8,000 |
| Computer Hardware | \$4,000 |
| Computer Software | \$1,000 |
| E-book & Digital | \$2,000 |
| Employee Insurance | \$34,175 |
| Janitorial Supplies | \$2,500 |
| Meetings & Mileage | \$300 |
| Miscellaneous Expense | \$3,500 |
| Office Supplies | \$5,000 |
| Payroll Expenses | \$170,000 |
| Postage | \$300 |
| Printer & Copy Machine Agreements | \$6,000 |
| Programs | \$6,000 |
| Repairs & Maintenance | \$3,000 |
| System Subscriptions & Dues | \$6,000 |
| Telephone & Automation | \$4,000 |
| Utilities | \$6,000 |
| TOTAL | \$281,775 |

Books: No report

Unfinished Business: None

New Business: At 9:18 p.m. Allison Netemeyer made a motion to go into executive session to discuss payroll. Mary Hereen seconded the motion. The executive session was closed at 9:56 p.m. on a motion by Cyndi Riley and seconded by Bonnie Holzinger.

Following the discussion, on a motion by Jean Steinman and seconded by Bonnie Holzinger, the board approved staff payroll increases.

The meeting was adjourned at 9:57 p.m. on a motion by Allison Netemeyer and seconded by Judy Kampwerth.

The next meeting is scheduled for Tuesday, May 14, 2024 at 8:00 p.m.

Judy Kampwerth, Treasurer for
Jean Steinman, President

Gwen Fischer, Secretary

BREESE LIBRARY BOARD MINUTES

Secretary's Report - 05/14/24

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

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

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 Angie Becker seconded it. The motion was approved with all ayes.

Treasurer's Report: Bonnie Holzinger made a motion to accept the Treasurer's Report and it was seconded by Allison Netemeyer. The motion was approved on a roll call vote. The following items were discussed:

- Jean Steinman reported that the CD with Community Bank matured on 04/30/24. She checked with area banks on current rates and found that Community Bank was offering the highest rate for a short-term CD. Jean and Judy Kampwerth went to Community Bank on 05/08/24 and rolled the matured CD over to a new 7-month CD with a 5.13% rate and a 5.25% APY. The CD amount was \$26,308.68 and it will mature on 12/08/24.
- Gwen Fischer said she noticed that the staff payroll increases were shown on the Pay Period from 04/13/24 to 04/26/24. She thought the increases would not take effect until 05/01/24. Jean Steinman said she told Kim at City Hall that the raises were effective on the new fiscal year (which starts 05/01/24). Jean will check with Kim and let the board know what she finds out.

Librarian's Report: Kelly reported on the following:

- A. Lots of visits from various groups
 - Bartelso and Damiansville Pre-K classes visited
 - Siblings Pre-K class visited several times over the last 3 months
 - Central H.S. Special Education class visited
 - District 12 8th graders had a scavenger hunt and the library was one of the stops
 - CILA homes - 2 different groups come regularly
 - All Saints junior high classes visited every other week during the school year
 - District 12 Special Education class visited and did STEM activities
- B. Small Ship Cruising - the May 6th travel program with Stephanie Pakosta was a full house
- C. Summer Reading program "Adventure Begins At Your Library" will run from July 1st-25th

It is geared for ages 6-12 and the library staff is prepping for it now. Highlights:

- July 1st - Packet Pickup Day, Library open 10 am-8 pm
- July 11th - 10:30 am - Rick Eugene's Magic Show
- July 18th - 10:30 am - Storm Science Weather Show
- July 25th - 10:30 am - Chef Bananas Comedy Show followed by prizes given to all finishers of the program

Committee Reports:

Building: Kelly said that the weather stripping applied to the outside of the double doors on the south side of the building seems to be working. They haven't noticed any issues with leaking.

Finance: No report

Books: No report

Unfinished Business: None

New Business:

- A. Oath of Office for Judy Kampwerth, Bonnie Holzinger and Cyndi Riley - these board members stated the Oath of Office for another 3-year term.
- B. Election of Officers - the nominating committee for board of directors took place. Jean Steinman said she wants to resign as President. After a brief discussion with board members, Jean made a motion to nominate Angie Becker for Library President, Allison Netemeyer for Vice President, Judy Kampwerth for Treasurer and Gwen Fischer for Secretary. Cyndi Riley seconded the motion and it passed with all ayes.
- C. Patron printer contract is expiring in July of 2024 and the office printer is having issues.
 - The patron printer is currently under a 5-year contract with CDS and the office printer was purchased from Office Source years ago. Kelly met with reps from both companies and received bids for new printers. Office Source provided a bid for \$361 a month for both printers. CDS provided a bid for \$371.25 a month for leasing two brand new printers. The bid increased the number of copies that are included in the monthly rate from 500 to 2000 and also lowered the overages charge to \$.008 per sheet for black & white copies and \$.07 per sheet for color copies. After a brief discussion, Mary Heeren made a motion to go with the leasing contract from CDS for the patron and office printers. Bonnie Holzinger seconded the motion and it passed with all ayes.

Gwen Fischer made a motion to adjourn the meeting at 9:38 pm and Angie Becker seconded the motion. The next meeting is scheduled for Tuesday June 11, 2024 at 8:00 pm.

Jean Steinman, President

Gwen Fischer, Secretary

BREESE LIBRARY BOARD MINUTES

Secretary's Report - 06/11/24

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

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. Mary Heeren made a motion to accept the Secretary's Report and Jean Steinman seconded it. The motion was approved with all ayes.

Treasurer's Report: Jean Steinman made a motion to accept the Treasurer's Report and it was seconded by Allison Netemeyer. The motion was approved on a roll call vote. The following items were discussed:

- Kelly reported that the Per Capita grant in the amount of \$6,891.89 was received.

Librarian's Report: Kelly reported on the following:

- The two new printers from CDS will be delivered and installed on June 13th
- There will be a July 4th themed storytime with Mrs. Holthaus on June 29th and July 3rd
- The Summer Reading program will run from July 1st to 25th (93 kids have signed up)
- Susan Knapp from the *Neighbors of Clinton County* magazine contacted Kelly about submitting articles into future publications of the magazine. Susan has contacted various libraries in the county to provide articles.

Committee Reports:

Building: No report

Finance: No report

Books: No report

Unfinished Business: Kelly and several of the board members shared the results of the City of Breese Finance Meeting the library board was requested to attend on May 20th. The minutes from that meeting did not reflect details of the discussion regarding an awning over the double back doors on the south entrance or new landscaping. Allison Netemeyer offered to send an email on behalf of the library board to Sandy Hemann at City Hall requesting clarification.

New Business: None

Judy Kampwerth made a motion to adjourn the meeting at 8:42 pm and Jean Steinman seconded the motion. The next meeting is scheduled for Tuesday August 13, 2024 at 8:00 pm.

Angie Becker, President

Gwen Fischer, Secretary

BREESE LIBRARY BOARD MINUTES

Secretary's Report - 08/13/24

The meeting was called to order at 8:02 p.m. by President Angie Becker.

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

Trustees absent: Bonnie Holzinger and Cyndi Riley

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

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

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

Librarian's Report: Kelly reported on the following:

A. Programs

- Summer Reading Program Completion - 93 children participated
 - Local establishments donated prizes for the 50 children who read every day in July: Casey's, Dairy King, Motomart and V&H
- Library Storytime dates with Kim Miller are set for the Fall Series
 - (9/12, 9/19, 9/26, 10/3, 10/10 and 10/17)
- Breese Junior Women's Club to host a Grinch-themed event
 - Set for November 30th

B. Breese Lions Club Grant Awarded

- The club donated a check in the amount of \$875.49 for new items and materials to aid visually-impaired patrons
 - The donation was used for: a digital magnifier, a book-size magnifying glass, Uncle Goose Braille Math Blocks, 10 VOX books, a portable CD player for audio books and a CD player case

C. Community Impact Grant (Pending)

- The Breese Historical Society has a pending \$750 grant to preserve and display the large historical flag that flew over the Illinois State Capitol after the death of Sidney Breese
 - A frame will need to be built to house the flag for display at the library. Kelly will look into getting estimates for the cost of the frame. The Historical Society will cover any additional costs. The grant won't be awarded until we submit the completed project.

D. Building update -

- Terminix - live and dead termites were found in the front foyer. Terminix sprayed on July 19th and will spray annually for termites going forward.

- Tree removal - a tree on the west side of the library is starting to rot and needs to be removed. Mayor Kevin Timmermann looked at the tree and said the city will remove it this fall.

Unfinished Business: None.

New Business:

- A. City of Breese is requesting short and long-term plans - 5 and 10 year
 - The Mayor and 3 members of the City Finance Board requested an informal meeting with 3 or 4 Library Board members to discuss 5 and 10 year plans. The Library Board officers will meet with them on September 4th at City Hall.

Jean Steinman made a motion to adjourn the meeting at 9:07 p.m. and Angie Becker seconded the motion. The next meeting is scheduled for Tuesday, September 10, 2024 at 8:00 p.m.

Angie Becker, President

Gwen Fischer, Secretary

BREESE LIBRARY BOARD MINUTES

Secretary's Report - 09/10/24

The meeting was called to order at 7:58 p.m. by President Angie Becker.

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

Trustees absent: none

Also attending: Library Director Kelly Zurliene

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

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

Librarian's Report: Kelly reported on the following:

A. Substitute

- One of the library patrons told Kelly if we ever needed a substitute to help out she would be happy to assist. She has worked at several libraries and is familiar with the systems that are used at the library. After a brief discussion, Bonnie Holzinger made a motion to start the process of hiring another employee by having a background check run. Mary Heeren seconded the motion and it was approved with all ayes.

B. Library Crawl

- Kelly said the Library will once again be participating in the Library Crawl. It runs the entire month of October. Patrons can pick up their passport at their participating library.

Unfinished Business:

A. Building Committee Report

- The Library Board officers shared results of the meeting they had on September 4th with the City Public Buildings Committee regarding a 5-year and 10-year plan for the library. They informed the board that the City will not be paying for landscaping at the library. The library board decided to wait until after the tree in front of the library is removed before they have the landscaping redone.

New Business:

A. Library gratitude and celebration for life and service of Jim Sprengel

- Kelly informed the board of the funeral arrangement she was going to have sent to the funeral home in gratitude for Jim's service to the library.

B. Library Board Member position open

- Kelly said with Jim's passing, there is an open position for a Library Board Member. She said the Board should let her know if they know of someone who might be interested in the position.

Bonnie Holzinger made a motion to adjourn the meeting at 9:11 p.m. and it was seconded by Jean Steinman.

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

Angie Becker, President

Gwen Fischer, Secretary

BREESE LIBRARY BOARD MINUTES

Secretary's Report - 10/08/24

The meeting was called to order at 8:04 p.m. by President Angie Becker.

Trustees present: Angie Becker, Gwen Fischer, Mary Heeren, Bonnie Holzinger, Judy Kampwerth, Allison Netemeyer, Angela Richter and Cyndi Riley. Jean Steinman attended via conference call.

Trustees absent: none

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

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

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

Librarian's Report: Kelly reported on the following:

A. Jim Sprengel's Memorial Donation

- Kelly shared with the board the donations that the library received in memory of Jim Sprengel. The board discussed possible uses for the donations. Kelly said there may be more donations coming. The board will discuss options at the next meeting.

B. Programs

- Library Crawl October 1-31
 - Kelly said this is the 6th year the Library has participated in the Library Crawl. The Official Passports are available at the circulation desk. If our library patrons return their Passports showing stamps from at least five other participating libraries, they will be entered in a drawing to win one of three gift baskets. There are 173 Libraries participating in the Crawl.
- JWC Grinch Storytime event on November 30
 - The Breese Junior Women's Club will be hosting a Grinch Storytime event on November 30th. They currently have three sessions booked.
- Lions Club Halloween Storytime event on October 19
 - The Breese Lions Club will be hosting a Halloween Storytime on October 19th. They will be decorating pumpkins and will have Larry Spirek read a book to the children. RSVP to breeselionsocial@gmail.com
- Astronomy Night on November 7
 - The Riverbend Astronomy Club will be holding an Astronomy Night at the Breese Soccer Park on November 7th from 7:00-8:30 p.m.

Unfinished Business:

- A. Need final approval for hiring substitute librarian Jenna Astroth on an as-needed basis
- Kelly said the background check was completed and the board needed final approval for hiring a substitute librarian. Allison made a motion to hire Jenna Astroth at a rate of \$15.00 per hour on an as-needed basis. Cyndi Riley seconded the motion. The motion was approved on a roll call vote. Kelly said Jenna is currently available to work on Fridays and Saturdays.

New Business:

- A. Welcome to New Library Trustee Angela Richter
- Kelly welcomed Angela Richter as the New Library Trustee who was appointed by mayor Kevin Timmermann at the last City Council meeting. Angele took the Oath of Office and introductions were made to the board members.

Cyndi Riley made a motion to adjourn the meeting at 9:03 p.m. and it was seconded by Mary Heeren.

The next meeting is scheduled for Tuesday, November 12, 2024 at 8:00 p.m.

Angie Becker, President

Gwen Fischer, Secretary

BREESE LIBRARY BOARD MINUTES

Secretary's Report - 11/12/24

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

Trustees present: Angie Becker, Gwen Fischer, Mary Heeren, Bonnie Holzinger, Judy Kampwerth, and Angela Richter

Trustees absent: Allison Netemeyer, Cyndi Riley, and Jean Steinman

Also attending: Library Director Kelly Zurliene

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

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

- A. Transfer of funds to Scott Credit Union savings account to stay under the FDIC limit at Dieterich Bank. Kelly reported that the second tax payment in the amount of \$108,167.18 came through and it was deposited in the checking account at Dieterich Bank. She received a phone call from the bank on November 4, 2024 saying that the amount in the checking account exceeded the \$250,000 FDIC limit. To resolve this issue, \$55,000 was transferred from the Dieterich Bank checking account to the Scott Credit Union savings account.

Librarian's Report: Kelly reported on the following:

A. Programs

- Past Program stats
 - Library Crawl - 173 people from other libraries visited the Breese Library. There were 24 Breese Library patrons who had their passport stamped from at least five other libraries. Their names were entered in a drawing and there were three winners who each received a gift basket. Kelly said the winners were very pleased with their gifts.
 - Lions Club Halloween Storytime event - was held on October 19th and was attended by 40 people. Judy Schrage and Jenna Astroth led the event.
 - Astronomy Viewing Night - Riverbend Astronomy Club members set up telescopes at the Breese Soccer Park on November 7th. Kelly said 75 people attended and were able to view Saturn, Venus and the moon.
- Upcoming Programs
 - Book Club Book Tasting Night on November 20th - members will vote on their picks for the 2025 Book Club.

- Breese Junior Women's Club Grinch Storytime event on November 30th - there are currently two sessions filled with a possible third event scheduled.

Unfinished Business:

- A. Building Committee updates - Angie Becker, Gwen Fischer, and Judy Kampwerth shared information with the board from their November 6th meeting with the City Council Building Committee. They provided a copy of a bid the City received from St. Jacob Glass for replacing seals on the double doors at the South entrance and also for replacing two bay windows on the front of the building. The City will get bids from two other companies and then meet with the Library Board officers to review.

New Business:

- A. Paid Leave for All Workers Act (PLAWA) added to the Library policy manual. Kelly reviewed the PLAWA additions she made to the policy manual. The Act went into effect on January 1, 2024. The board members agreed with her additions.

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

The next meeting is scheduled for Tuesday, December 10, 2024 at 8:00 p.m.

Angie Becker, President

Gwen Fischer, Secretary

BREESE LIBRARY BOARD MINUTES

Secretary's Report - 12/10/24

The meeting was called to order at 8:01 p.m. by President Angie Becker.

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

Trustees absent: Mary Heeren and Angela Richter

Also attending: Library Director Kelly Zurliene and City Council member Bryan Eversgerd

Secretary's Report: A quorum was established. Allison Netemeyer made a motion to accept the Secretary's Report and Angie Becker seconded it. The motion was approved with all ayes.

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

- A. Community Bank of Trenton CD maturity
 - The CD at Community Bank of Trenton matured on 12/08/24. Angie Becker told the board she contacted the local banks and found that GTSB currently had the best CD rates. The CD at Community Bank of Trenton was cashed and a new CD in the amount of \$27,110.25 was opened at GTSB with a 4.89% APY. President Angie Becker and Treasurer Judy Kampwerth are co-signers on the account.
- B. Last fiscal year net revenue vs. expenses
 - Kelly told the board that she emailed them information on last fiscal year's net revenue versus expenses.

Librarian's Report: Kelly reported on the following:

- A. Program Planning for 2025
 - February 1st: Donuts and Comics for pre-teens - Comic Book workshop
 - January/February: Winter Storytime series with Kim Miller
 - Summer Reading 2025: all programs have been booked
 - 2025 Book Club selections announced: fliers are posted in the library
- B. In Memory Of...books
 - Kelly showed the board the stickers that she made to place in the books that were purchased in memory of board members Yvonne Ratermann and Jim Sprengel. She said that some of the donations received specifically requested that books be purchased in their memory.

Unfinished Business:

- A. Building Committee updates
 - Gwen Fischer reported that Mayor Timmermann told them at their December 5th Building Committee meeting that Meyer Contracting came to the library on

December 4th to work up a bid for replacing the bay windows and adding door openers to the front and rear double doors. He also said that Meyer Contracting fixed the seals on the double doors at the south entrance, which may help with the water leakage issue.

New Business:

A. Tax levy

- City Council member Bryan Eversgerd attended the meeting to explain the tax levy process. In previous years, the City Council set the percentage for the Library's tax levy. The City Council wants the Library to make the decision for their 2025 tax levy. Bryan explained that the Equalized Assessed Value (EAV) plus the tax rate equals the tax revenue. He also discussed the TIF fund process. He said that the Library's starting tax income amount is \$285,000 (before the percentage determination is made). He said the Library needs to make a decision by Thursday, December 12th in order to give the lawyers time to write it up and have it added to the agenda for the December 17th City Council meeting. After Bryan excused himself from the meeting, the board had a discussion to determine the tax levy percentage. Jean Steinman made a motion for the Library Board to request a 4.5% tax levy for 2025. Bonnie Holzinger seconded the motion. The motion was approved on a roll call vote. Angie Becker will contact Sandy Hermann at City Hall on December 11th to let her know the Library's requested amount will be \$328,200 based on the 4.5% tax levy.

B. Board Member Resignation

- Kelly informed the board that Mary Heeren is resigning as a Library Board member. The Library Board appreciates all that Mary did while serving on the board and wishes her the best. Kelly said Mary told her she would still be available to help with writing some articles for the newspaper.

Angie Becker made a motion to adjourn the meeting at 9:46 p.m. and it was seconded by Jean Steinman.

The next meeting is scheduled for Tuesday, January 14, 2025 at 8:00 p.m.

Angie Becker, President

Gwen Fischer, Secretary