

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