

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