

BREESE LIBRARY BOARD MINUTES

Secretary's Report - 01/13/26

The meeting was called to order at 7:59 p.m. by President Angie Becker.

Trustees present: Angie Becker, Jamie Fields, Gwen Fischer, Bonnie Holzinger, Allison Netemeyer, Angela Richter, Brandon Richter, and Cyndi Riley.

Trustees absent: Judy Kampwerth

Also attending: Jenna Astroth, Library Director and Gary Usselmann, City Council Liaison

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

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

- A. Excess sick leave payout from 2025 for Diane Holtgrave
Diane accumulated 55.10 hours of excess sick leave beyond 240 hours for calendar year 2025. Per Library Board policies, Diane will receive payment for those excess hours on her next paycheck using the rate of 50% of her current hourly salary. Angie Becker made a motion to approve the excess sick leave payment of \$721.81 to Diane Holtgrave. Angela Richter seconded the motion and it was approved on a roll call vote.
- B. Jenna informed the board that they sold 14 non-resident cards in December 2025 and have already sold 15 non-resident cards in January 2026.

Librarian's Report:

- A. Library Events Updates:
 - December 17th - Adult Book Club with 6 in attendance
 - December 20th - Chrystal Paige Brown & Harvey the dog event - 12 attended
 - December 22nd - Storytime with Santa had 56 in attendance

Library Upcoming Programs:

- January 12th to March 13th - Adult Winter Reading Challenge
 - January 13th to February 13th - Valentine's Day Card Creation Station for Seniors
 - January 30th at 10:00 a.m. - Groundhog Day Storytime
 - March 2nd at 6:30 p.m. - Adult DIY Spring Doormat Decorating
 - April 20th from 5:00 to 8:00 p.m. - National Library Week Ice Cream Social
- B. Flag Project:
Jenna informed the board that the Breese Historical Society met with her about a very large framed flag and multiple photos of Sidney Breese that they would like to be displayed at the library. The board told her that they will need more information on the size of the items before making a decision on where they should be placed. The board

also said that the Historical Society should check with the City of Breese to see if they have space for the items to be displayed at City Hall.

C. Per Capita Grant Application:

Jenna told that board that she was finishing up the Per Capita Grant Application for 2026 and she needed to list how the library planned to use the grant funds. Jenna and the board discussed several possibilities:

- new patron computers to replace the outdated ones
- an Automated External Defibrillator (AED) device
- A new iPad to be used for patrons to select & design 3D printed items
- an online streaming subscription to Hoopla or Libby

D. Property Tax Distribution Payment Received:

- Payment of \$8,298.68 was received on 12/31/25

E. Part-Time Position:

Jenna informed the board that she received a resignation letter from Meagan Holthaus. Meagan's last day will be January 15, 2026. Jenna and the board discussed hiring a part-time employee to replace Meagan. They also discussed hiring a part-time employee to assist with special events and to fill in when current employees are on vacation or out sick. Jenna has two individuals who had previously expressed interest in the position. She has interviewed one and has also completed the background check paperwork and is waiting for the results. She will schedule an interview with the second individual soon and report back to the board with results of the interview. The board gave Jenna the authority to offer a part-time position to the first individual if they pass the background check.

Unfinished Business: None

New Business:

A. Employee Insurance and Vacation policy

At 9:12 p.m. Bonnie Holzinger made a motion to go into Closed Session to discuss employee insurance and the vacation policy. Gwen Fischer seconded the motion. The board discussed health insurance coverage and the vacation policy for full time employees. Angie Becker made a motion to leave the Closed Session at 9:50 p.m. and the motion was seconded by Jamie Fields.

Jamie Fields made a motion to adjourn the meeting at 9:53 p.m. and it was seconded by Bonnie Holzinger.

The next meeting is scheduled for Tuesday, February 10, 2026 at 8:00 p.m.

Angie Becker-President

Gwen Fischer, Secretary