

BREESE LIBRARY BOARD MINUTES

Secretary's Report - 01/21/25

The meeting was called to order at 8:09 p.m. by President Angie Becker.

Trustees present: Angie Becker, Gwen Fischer, Bonnie Holzinger, Allison Netemeyer, Angela Richter and Cyndi Riley. Jean Steinman attended via Zoom.

Trustees absent: Judith Kampwerth

Also attending: Library Director Kelly Zurliene 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 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 Angie Becker. The motion was approved on a roll call vote.

A. Money Market enrollment

- Angie Becker informed the board that a CD at Scott Credit Union (SCU) matured on January 5, 2025. The CD was cashed and the amount of \$25,927.60 was moved into the savings account at SCU with plans to move it into an Illinois Money Market account. Kelly told the board that an enrollment form needs to be submitted to The Illinois Funds to open an account. It requires one authorized user (Principal) to get approved by the Illinois State Treasurer. She contacted Judith Kampwerth after the meeting to make sure she was OK being listed as the Principal. Judith Kampwerth, Library Board Treasurer, will be the Principal Authority on the account. Angie Becker, Library Board President, will be the Authorized Signer on the account. Both Angie Becker and Library Director Kelly Zurliene will be Authorized Traders on the account.

After a brief discussion, Angie Becker made a motion to set aside \$215,000 from the SCU savings account and place it in the Illinois Money Market account once it is approved. Cyndi Riley seconded the motion and it was approved on a roll call vote

B. Excess sick leave payout for Diane Holtgrave

- Diane accumulated 64.6 hours of excess sick leave beyond 240 hours for calendar year 2024. 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. Jean Steinman made a motion to approve the excess sick leave payment of \$822.04 to Diane Holtgrave. Angela Richter seconded the motion and it was approved on a roll call vote.

Librarian's Report: Kelly reported on the following:

- A. Statement of Economic Interest due by May 1, 2025 - online filing
 - Kelly told the board members she sent them an email with a link to the Statement of Economic Interest form which is required to be submitted online to the County Clerk by May 1, 2025.

- B. Observed holidays and early closing dates for 2025
 - Kelly shared with the board a list she prepared showing Library Board meeting dates as well as observed holidays and early closing dates for 2025. There was a question regarding the observed holiday shown for Thanksgiving Eve. Gwen Fischer shared a document that was generated at the January 4, 2022 Library Board meeting showing that Thanksgiving Eve had an early closing time of 5:00 pm. After a brief discussion, it was agreed that Thanksgiving Eve and New Year's Eve would be shown with an early closing time of 4:00 pm. There will be nine observed holiday closings. Kelly will revise the document and share it at the next meeting.

Unfinished Business:

- A. Building Committee updates
 - Angie Becker reported that the January 15th meeting with the City Council building committee was cancelled so there were no updates to report.

New Business:

- A. Two open seats on the Library Board
 - Kelly and Angie Becker reported that they knew two people who were interested in the positions. Jean Steinman said she is not retiring at this time and will attend the next two meetings via Zoom and then make her decision. Kelly will submit the name of one person to Mayor Kevin Timmermann for him to appoint a replacement for Mary Heeren at the next City Council meeting.
- B. Policy regarding closure dates due to weather
 - The board needs to have a policy regarding closure dates due to weather. This will be discussed at a future meeting.

Bonnie Holzinger made a motion to adjourn the meeting at 9:02 p.m. and it was seconded by Angie Becker.

The next meeting is scheduled for Tuesday, February 11, 2025 at 8:00 p.m.

Angie Becker, President

Gwen Fischer, Secretary