

# BREESE LIBRARY BOARD MINUTES

## **Secretary's Report - 05/06/25**

Revised 05/28/25

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

**Trustees present:** Angie Becker, Jamie Fields, Gwen Fischer, Bonnie Holzinger, Judy Kampwerth, Allison Netemeyer, Angela Richter, Cyndi Riley and Jean Steinman.

**Trustees absent:** None

**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 as amended (correct meeting date to 04/08/25) and Angie Krebs 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 Jamie Fields. The motion was approved on a roll call vote.

## **Librarian's Report:**

- A. Prepping for the 2025 Summer Reading Program
  - Kelly said that they have three performers lined up for the program which will be held in July. The theme is "Level Up". She will send flyers to the Breese grade schools to share with their students.

## **Unfinished Business:**

- A. Building Committee updates
  - Landscaping in front of the library will start in June or July.
  - The selection of the two benches to be placed in front of the library will be tabled for a future meeting.

## **New Business:**

- A. Approve new Library Director
  - Angie Becker made a motion to hire Meagan Holthaus as the new Library Director. Judy Kampwerth seconded the motion and it was approved with all ayes.
- B. 7.5 hours worked - lunch break
  - The board discussed meal breaks for full-time employees and collectively agreed on the following: An employee who works seven and one-half continuous hours or more in a shift shall be given 30 minutes unpaid time for a meal break, beginning no later than five hours after the start of the work period.

C. Full-time employee vacation hours

- The board discussed vacation time for full-time employees and collectively agreed on the following: Full-time employees shall begin earning vacation time at the start of their employment. Requests for paid vacation may not be granted until after an employee completes 90 days of continuous employment. Regular full-time employees shall accrue vacation time by years of service from the date of hire as follows:

Year 0-1	2.50% hours worked/pay period	52 hours (6.5 days)*
Years 2-6	4.61% hours worked/pay period	96 hours (12 days)*
Years 7-12	5.78% hours worked/pay period	120 hours (15 days)*
Years 13-15	6.93% hours worked/pay period	144 hours (18 days)*
Years 16 & greater	7.69% hours worked/pay period	160 hours (20 days)*

\*Hours calculated using an 80 hour pay period

- D. Discuss looking for new health insurance options (Closed Session)
- E. Angie Becker presented the board members with documents she prepared using the current Policy documents as reference. She broke the information down into an “Option A” and “Option B” plan for the following: Sick Leave, Family Bereavement Leave, Vacation, Unused Paid Vacation Time, and Meal Periods. After a brief discussion Jean Steinman made a motion to approve the “Option B” plan. Angela Richter seconded the motion and it was approved with all ayes.

At 9:30 p.m. Bonnie Holzinger made a motion to go into a Closed Session to discuss health insurance options. Allison Netemeyer seconded the motion. At 9:47 p.m. Jean Steinman made a motion to leave the Closed Session. Allison Netemeyer seconded the motion.

Back in regular session, Angie Becker made a motion to adjourn the meeting at 9:55 p.m. and it was seconded by Gwen Fischer.

There will not be a meeting in June. The next meeting is scheduled for Tuesday, July 8, 2025 at 8:00 p.m.

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Angie Becker, President

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Gwen Fischer, Secretary