

BREESE LIBRARY BOARD MINUTES

Secretary's Report - 05/14/24

The meeting was called to order at 8:01 p.m. by President Jean Steinman.

Trustees present: Angie Becker, Gwen Fischer, Mary Heeren, Bonnie Holzinger, Judy Kampwerth, Allison Netemeyer and Cyndi Riley. Jim Sprengel attended via Zoom.

Trustees absent: None

Also attending: Kelly Zurliene-Library Director

Secretary's Report: A quorum was established. Mary Heeren made a motion to accept the Secretary's Report and Angie Becker seconded it. The motion was approved with all ayes.

Treasurer's Report: Bonnie Holzinger made a motion to accept the Treasurer's Report and it was seconded by Allison Netemeyer. The motion was approved on a roll call vote. The following items were discussed:

- Jean Steinman reported that the CD with Community Bank matured on 04/30/24. She checked with area banks on current rates and found that Community Bank was offering the highest rate for a short-term CD. Jean and Judy Kampwerth went to Community Bank on 05/08/24 and rolled the matured CD over to a new 7-month CD with a 5.13% rate and a 5.25% APY. The CD amount was \$26,308.68 and it will mature on 12/08/24.
- Gwen Fischer said she noticed that the staff payroll increases were shown on the Pay Period from 04/13/24 to 04/26/24. She thought the increases would not take effect until 05/01/24. Jean Steinman said she told Kim at City Hall that the raises were effective on the new fiscal year (which starts 05/01/24). Jean will check with Kim and let the board know what she finds out.

Librarian's Report: Kelly reported on the following:

- A. Lots of visits from various groups
 - Bartelso and Damiansville Pre-K classes visited
 - Siblings Pre-K class visited several times over the last 3 months
 - Central H.S. Special Education class visited
 - District 12 8th graders had a scavenger hunt and the library was one of the stops
 - CILA homes - 2 different groups come regularly
 - All Saints junior high classes visited every other week during the school year
 - District 12 Special Education class visited and did STEM activities
- B. Small Ship Cruising - the May 6th travel program with Stephanie Pakosta was a full house
- C. Summer Reading program "Adventure Begins At Your Library" will run from July 1st-25th

It is geared for ages 6-12 and the library staff is prepping for it now. Highlights:

- July 1st - Packet Pickup Day, Library open 10 am-8 pm
- July 11th - 10:30 am - Rick Eugene's Magic Show
- July 18th - 10:30 am - Storm Science Weather Show
- July 25th - 10:30 am - Chef Bananas Comedy Show followed by prizes given to all finishers of the program

Committee Reports:

Building: Kelly said that the weather stripping applied to the outside of the double doors on the south side of the building seems to be working. They haven't noticed any issues with leaking.

Finance: No report

Books: No report

Unfinished Business: None

New Business:

- A. Oath of Office for Judy Kampwerth, Bonnie Holzinger and Cyndi Riley - these board members stated the Oath of Office for another 3-year term.
- B. Election of Officers - the nominating committee for board of directors took place. Jean Steinman said she wants to resign as President. After a brief discussion with board members, Jean made a motion to nominate Angie Becker for Library President, Allison Netemeyer for Vice President, Judy Kampwerth for Treasurer and Gwen Fischer for Secretary. Cyndi Riley seconded the motion and it passed with all ayes.
- C. Patron printer contract is expiring in July of 2024 and the office printer is having issues.
 - The patron printer is currently under a 5-year contract with CDS and the office printer was purchased from Office Source years ago. Kelly met with reps from both companies and received bids for new printers. Office Source provided a bid for \$361 a month for both printers. CDS provided a bid for \$371.25 a month for leasing two brand new printers. The bid increased the number of copies that are included in the monthly rate from 500 to 2000 and also lowered the overages charge to \$.008 per sheet for black & white copies and \$.07 per sheet for color copies. After a brief discussion, Mary Heeren made a motion to go with the leasing contract from CDS for the patron and office printers. Bonnie Holzinger seconded the motion and it passed with all ayes.

Gwen Fischer made a motion to adjourn the meeting at 9:38 pm and Angie Becker seconded the motion. The next meeting is scheduled for Tuesday June 11, 2024 at 8:00 pm.

Jean Steinman, President

Gwen Fischer, Secretary