

BREESE LIBRARY BOARD MINUTES

Secretary's Report - 01/09/24

The meeting was called to order at 8:04 p.m. by President Jean Steinman.

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

Trustees absent: None

Also attending: Kelly Zurliene, Library Director

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

Treasurer's Report: Cyndi Riley made a motion to accept the Treasurer's Report and Angie Becker seconded it. The motion was approved on a roll call vote.

- The Germantown Trust & Savings Bank (GTSB) CD matured on 12/31/23. Jean Steinman and Judy Kampwerth checked with the area banks on current CD rates to determine which bank was offering the highest rate. On 01/05/24, they cashed out the CD at GTSB for \$25,927.60 and opened a new 12-month CD with an APY of 5.1% at Scott Credit Union.
- The library received their 3rd tax distribution payment amount of \$13,208.68 on 12/22/23.

Librarian's Report: Kelly reported on the following:

- Diane Holtgrave accumulated 64.4 hours of excess sick leave hours beyond 240 hours for the calendar year. Per Library Board Policies, Diane will receive payment on her next paycheck using the rate of 50% of her current hourly salary. Mary Heeren made a motion to approve the excess sick leave payment of \$795.98 to Diane Holtgrave. Allison Netemeyer seconded the motion and the motion was approved on a roll call vote.
- A Riverbend Astronomy Program is scheduled for March 7th at 6:30 p.m.

Committee Reports:

Building:

- The new back doors have been ordered but have not been delivered.
- The new lock for the bathroom door came in but has not yet been installed.
- The striping on the parking lot has not been completed yet.
- The outside light over the employee door is not working and has not been fixed yet.

Finance: No report

Books: The VOX books arrived but the display stand has not been delivered yet.

Unfinished Business:

- Policy Manual & Employee Handbook Update - Kelly and the board brainstormed on short-term (1-2 years) and long-term goals (10-15 years) for the library.

New Business: None

Cyndi Riley made a motion to adjourn the meeting at 8:46 p.m. and it was seconded by Bonnie Holzinger.

The next meeting is scheduled for Tuesday, February 13, 2024 at 8:00 p.m.

Jean Steinman, President

Gwen Fischer, Secretary