

Breese Public Library Board Secretary's Report – Oct. 2, 2018

Opening Business

- President Jean Steinman called the Oct. 2, 2018, meeting to order at 8 pm and a quorum established.
- Trustees present: Angie Becker, Gwen Fischer, Mary L. Heeren, Bonnie Holzinger, Judy Kampwerth, Jim Sprengel and President Jean Steinman
- Trustees absent: Cyndi Riley and Vonnie Ratermann
- Also attending: Library Director Kelly Zurliene
- Sept. 4, 2018, minutes were approved on a motion and second by Angie Becker and Judy Kampwerth with one change: Treasurer Judy Kampwerth will follow-up with City Hall ref. the treasurer's bond.

Financial

- A question ref. doing the "Current Accounts" report in QuickBooks was raised; it is now done in Excel. Zurliene said the report could be included in QuickBooks but it would cost more than the \$35 now paid.
- The Profit & Loss statement for September only was presented. Zurliene had presented the P & L statement for all of 2018 last month to familiarize the board with the report.
- A question ref. how Employee Health Insurance is listed on QuickBooks was raised. The library pays health insurance for the Director and Librarian Diane Holtgrave. Zurliene explained the process as well as other details for trustees not at the September meeting.
- On a motion and second by Mary L. Heeren and Angie Becker and a roll call vote, the financial report was approved and signed.

Librarian's Report

- Terminix has increased their fee to \$36 a month effective Oct. 1 with the company noting that anything less than \$35 is not cost efficient for their business. Terminix does all the city buildings; the city pays \$42 a month for City Hall. Zurliene will get a quote for Terminix service every other month.
- The city replaced a light bulb in the rear parking area which significantly brightened the area. Lights over the front and back doors are already LEDs and are now on 24/7 to increase visibility.
- The city receives an annual grant from Ameren to switch out fluorescent fixtures with LEDs. All city facilities have been completed and the city is now working with private businesses. The process would be at no cost to the library; the library now pays about \$680 a month for utilities including electric. Zurliene will submit a request in writing to have LEDs installed the next time funding is available.
- Storytime is going well. A foreign exchange student from Central High School – currently living with a local family and a familiar library patron – is volunteering as Jan's helper.
- Students from All Saints are coming in to do research and Zurliene has been reaching out to local school teachers ref. what the library has to offer.
- Zurliene has been visiting Breese Nursing Home to read aloud. Currently, she is reading a biography on Lucy Ricardo from "I Love Lucy" and will also show a DVD.
- Zurliene presented information on Shelfwiz, a device that clips to a shelf and holds a book review; 20 were purchased. Library staff will do reviews; other patrons including trustees will also be encouraged to do so. Suggested was dating or numbering the reviews so they could be rotated.
- Mike Anderson will be at the library at 6 p.m. Monday, Oct. 29, for "Spooky Stories." All are welcome but K-2nd grade is the target audience.
- Teen Book Club will meet again at 7 pm Sundays, Oct. 28 and Dec. 2. The library will be open those Sundays ONLY to registered Teen Book Club participants. Six teens participated in the Sept. 23 session. A parent complimented the library for providing this activity.
- Adult Book Club will meet at 6:30 p.m. Wednesday, Oct. 17. The group will discuss the current book – "String-Ray Afternoons" – and then do a "book tasting" to sample books for the 2019 reading list. The group does not meet in November or December.
- Knit Night is meeting weekly with about five consistent participants.
- The new website is close to finished. Zurliene showed what the site will look like, including the link to Share, the Facebook feed, etc. A design for mobile devices is also being developed.

Committee Reports – none

Unfinished Business

- Per the city, the fans in the two restrooms are not inefficient enough to be replaced. The same unit also provides ventilation for the study rooms. If patrons complain, the matter will be readdressed.
- Per a parent's suggestion, Zurliene separated out the Early Reader Books (Levels 1, 2, etc.) from the picture books and shelved them in their own section. She also weeded out those damaged, etc. Moving these books left space in the Children's Room to "do something" such as a mural, interactive design, a stage, etc. A bright rug and a window seat with storage were suggested. Other libraries have a stage and adjustable kids' tables. A Gressco LTD catalog (school & library furnishings) was passed around.
- A number of younger children are at the library Saturday mornings; a Mom's meet-up is being considered.
- Magazine subscriptions are due in November and Zurliene estimated 25 to 30 magazines are checked out a month, not including those read in-house. She will review current titles and possibly revise that list.

November Agenda Items

- Possible purchase of a display rack/shelving for children's magazines will be added to the November agenda. If those magazines are moved, the rack now used could be donated or sold. A question was raised if children are utilizing the magazines – Zurliene will review.

Final Business

- On a motion and second by Gwen Fischer and Bonnie Holzinger, the meeting adjourned at 9 pm.
- The final two meetings for 2018 are at 8 p.m. Tuesdays, Nov. 6 and Dec. 4, at Breese Library. The January meeting falls on Jan. 1; a decision will be made at a future meeting as to rescheduling.

Jean Steinman, President

Mary L. Heeren for Secretary Yvonne Ratermann