

BREESE LIBRARY BOARD MINUTES

Secretary's Report 9/7/2021

President Jean Steinman called the Breese Library Board meeting to order at 8:05 p.m.

Trustees present: Mary Heeren (via Zoom), Bonnie Holzinger, Yvonne Ratermann, Cyndi Riley, Judy Kampwerth, Gwen Fischer and Jean Steinman, and Jim Sprengel (via Zoom).

Trustees absent: Angie Becker

Also attending: Kelly Zurliene, Librarian

Secretary's Report: A quorum was established. Cyndi Riley made a motion to accept the Secretary's Report; Judy Kampwerth seconded it and the Secretary's Report was accepted.

Treasurer's Report: Bonnie Holzinger made a motion to accept the Treasurer's Report and Yvonne Ratermann seconded it. A roll call vote was called, and the motion was approved.

Librarian's Report: Kelly reported:

There will be two programs starting

- ASA visits 2nd grade doing weekly visits.
- Fall Storytime will be starting September 14th. Masks will be required.

Kelly presented a job description for the Circulation Clerk position.

1. The board will review all job descriptions for the policy binder.
2. They will proofread, discuss, and make suggestions for all other policies.

Committee Reports:

Building: The city is going to re-stripe different areas in the city. We are hoping to get the parking lot re-striped.

Finance:

- Our first tax distribution payment came this month, \$104,041.16, and Per Capita was awarded for \$6,551.95.
- Terminix Pest Control price increased by \$2.
- QuickBooks Online subscription price increased from \$40 to \$50. Kelly will call the company to ask some questions.
- The city made a mistake in payroll. It will be corrected on the next paychecks.

Books:

- Kelly bought Dewey Decimal System dividers for the bookshelves.
- Staff will be trained on a new system LEAP that will be installed at no cost difference. We now use POLARIS, but it will no longer be supported.

Unfinished Business: None

New Business: None

Cyndi Riley made a motion to adjourn the meeting at 8:31 p.m. and it was seconded by Gwen Fischer. The motion was approved.

The next meeting is scheduled for Tuesday, October 5, 2021, at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary