

## BREESE LIBRARY BOARD MINUTES

### **Secretary's Report 4/12/2022**

The meeting was called to order at 8:10 p.m. by President Jean Steinman.

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

**Trustees absent:** Judy Kampwerth

Also attending Library Director Kelly Zurliene and City Council Liaison Gary Usselmann.

**Secretary's Report:** A quorum was established. On a motion by Angie Becker and a second by Gwen Fischer, the minutes were approved.

**Treasurer's Report:** The Treasurer's Report was presented. Library Director Kelly Zurliene noted (1) – the new furniture should arrive in May; (2) – name plates for staff were purchased; (3) – the library is starting to purchase Summer Reading Program materials; (4) – the laminator (eight years old) was repaired. On a motion by Gwen Fischer and second by Mary L. Heeren, the Treasurer's Report was approved on a roll call vote.

### **Librarians Report:**

- Great turn-out for Story Time. Kelly taught the morning class and Meagan Holthaus the evening session.
- Chakota Therapeutic Riding Center in Germantown contacted Breese Library to bring over a horse. A horse-themed Story Time was presented in April with 37 kids and 27 adults attending. Breese Library hopes to do this again.
- Repairs to the parking lot drains were completed.
- Positive comments were received ref. the recently renovated Children's Room and other renovations.
- The library 'app' has been malfunctioning and is being worked on. E-book readers with non-resident cards who have contacted the library will have the expiration date of their card extended by a month.
- New furniture for the Magazine Room should arrive in May.
- Breese Public Library will mark its 60th anniversary in July and Kelly asked the board to brainstorm ideas for anniversary activities at the May meeting. Breese City Council members, elected officials and employees as well as the public could be invited. Cyndi Riley said the Breese Journal periodically does a "find the \_\_\_" in an edition with prizes and suggested a book icon could be used.
- Breese Mayor Kevin Timmermann will reappoint Angie Becker, Mary L. Heeren and Jean Steinman to the Library Board at the City Council meeting in April. Those three will be sworn-in for another three-year term at the May Breese Library Board meeting.

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### Committee Reports:

**Building:** The parking lot and adjoining alley has numerous potholes – some were filled in when the drainage grate work was completed. Kelly will attend the next Breese City Finance Committee meeting to inquire about a revamp of the parking lot including parking blocks and fresh painted lines. Gary Usselmann noted the city is not responsible for alley maintenance.

**Budget:** The Budget for Fiscal Year May 1, 2022 to April 30, 2023, was discussed with the Library Director making several comments:

- Several magazines have canceled.
- Requests for audio books and DVDs have declined.
- The library utilized the Reserve Fund at Tempo Bank for the recent remodeling and new furniture.
- Solid-state components were installed in the computers which extended their life by several years although they are still older models.
- Software expenses would include QuickBooks, web page, Cloud Library, etc.
- The New York Times subscription was dropped and News Bank added and will continue.
- Employee insurance premiums decreased slightly.
- Janitorial expenses should remain the same.
- Miscellaneous Expenses would include shelf dividers, Board dinner, etc.
- Office Supplies would include laminating supplies, book wrap, etc.
- Postage includes books that are shipped to out-of-system libraries.
- Printer and copy machine expenses will probably increase.
- Programs will increase if “Live History” series takes place next year.
- Repairs & Maintenance would include pest control, Tech Electronics, etc.
- Dues would include Illinois Heartland Library System, Amazon Prime, etc.
- Telephone & Automation Expenses will increase due to the new fiber optic line through Clearwave.

Following discussion, a budget of \$213,500 was approved on a motion by Cyndi Riley and second by Angie Becker. This is a very slight increase from the current budget of \$207,450. Approved for the current budget:

Books & Materials - \$15,000  
Building/Furniture/Remodel – \$0  
Computer Hardware - \$2,000  
Computer Software - \$1,000  
E-book & Digital - \$2,000  
Employee Insurance - \$18,500  
Janitorial Supplies - \$2,000  
Meetings & Mileage - \$300  
Miscellaneous -\$2,500  
Office Supplies - \$7,000  
Payroll Expenses - \$140,000

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Postage - \$200  
Printer & Copy Machine Agreements - \$3,000  
Programs - \$4,000  
Repairs & Maintenance - \$2,000  
System Sub. & Dues - \$5,500  
Telephone & Automation - \$3,000  
Utilities - \$5,500

**Finance:** No Report    **Books:** No Report    **Unfinished Business:** No Report

**New Business:** No Report

At 9:23 p.m., on a vote by Angie Becker and second by Mary L. Heeren, the Board went into closed session to discuss payroll. Following the discussion, on a motion by President Jean Steinman and second by Jim Sprengel, the Board approved payroll increases. The Executive Session was closed on a motion by Cyndi Riley and second by Gwen Fischer.

The meeting was adjourned at 10:17 p.m. on a motion by Angie Becker and second by Mary L. Heeren.

The next meeting is set for 8 p.m. Tuesday, May 10.

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Jean Steinman, President

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Mary L. Heeren, Acting Secretary