

Secretary's Report 10/13/2020

The meeting was called to order at 8:05 p.m. by President Jean Steinman.

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

Trustees absent:

Also attending: Kelly Zurliene, Librarian

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

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

Kelly remarked that the Audit went well and the auditor recommended that whoever is reviewing the payroll needs to initial all the payroll paperwork. Kelly and Gwen added a column to the payroll report named FMLA listing COVID hours. If a staff member gets COVID, they would get paid for 80 hours, according to FMLA, but is only a one-time event.

Librarians Report: Kelly reported

- Kelly was contacted by the City of Breese about Executive Session tapes taking up a lot of room in the Safety Deposit box. They recommended the library get their own box. Kelly is checking into how long tapes must be kept.
- Kelly digitalized the archived minutes and Agendas and posted them on www.breeselibrary.org.
- Kelly reported that because of COVID, the library is following all the IHLS rules and precautions which includes quarantining books for 7 days in a sealed container.
- Kelly also received an thank you email from a non-resident patron saying the Breese library staff is very much appreciated.

Committee Reports: Building: No Report **Finance:** No Report **Books:** No Report

Unfinished Business: The neighboring business dumpster that was sitting in the library parking lot will be moved by the owner to their property.

New Business:

Gwen Fischer made a motion to adjourn the meeting at 8:38 p.m. and it was seconded by Angie Becker.

The next meeting is scheduled for Tuesday, Nov. 3, 2020 at 8:00 p.m.

Jean Steinman, President

Yvonne Ratermann, Secretary