

Charles B. Phillips Library District  
Board Meeting Minutes  
October 13, 2020

The Charles B. Phillips Public Library District Trustees met on Tuesday, October 13, 2020, in the library. The meeting was called to order at 7:04 p.m. by President Dave Drew. The secretary called roll. Dave Drew, Karen Breunig, Joshua Brown, Michael Merline, Larry Stanford, and Barb Sucich were present. Mark Oldenburg was absent. Lynette Heiden, library director was also present.

**Public Comment:** none

**Minutes**

Barb Sucich moved to approve the minutes of the regular meeting held on September 8, 2020, seconded by Michael Merline. Motion carried.

**Treasurer's Report**

The financial statements for September were filed for audit. Joshua Brown moved to pay the bills as presented. Larry Stanford seconded the motion. The motion carried.

**Director's Report:** The director's report and library statistics (attached to this report) were presented and discussed. Lynette reported that the per capita grant in the amount of \$3935.00 was received.

**Unfinished Business**

**Community Room Grant - Board Resolution:** The board resolution was tabled until the November meeting.

**USDA Rural Community Loan:** All information has been submitted and is under review. Dave Drew should be getting an update soon.

**Variance/Special Waiver:** The Zoning Hearing is still set for October 21, 2020.

**Williams Architect:** Barb Sucich moved to pay Williams Architect \$7167.94. Michael Merline seconded the motion. Roll Call

vote: Dave Drew, yes; Karen Breunig, yes; Joshua Brown, yes; Michael Merline, yes; and Larry Stanford, yes; Barb Sucich, yes. Motion carried.

**Accounting Software:** Michael Merline moved to purchase Peachtree software for the the accounting needs of the library at the cost of \$500 per year. Karen Breunig seconded the motion. The motion carried.

### **New Business**

**Hours/Programs:** Lynette reported that library programs are being planned and will return as they can be accommodated safely. Barb Sucich moved to expand the existing library hours as follows: Monday/Wednesday - 10 a.m. to 5 p.m., Tuesday/Thursday - 10 a.m. to 7 p.m., Friday - 10 a.m. to 2 p.m., Saturday 9 a.m. to 1 p.m. Joshua Brown seconded the motion. Motion carried.

**Flu Season:** With flu season approaching, library employees will have their temperatures taken and sign a statement that they are symptom free upon beginning each work shift.

**Adjournment:** Larry Stanford moved to adjourn the meeting, seconded by Joshua Brown. Motion carried. Dave Drew adjourned the meeting at 8:00 p.m.

Respectfully submitted,

Karen Breunig  
Secretary

The next meeting will **November 10, 2020** at 7:00 p.m.