

Charles B. Phillips Library District  
Board Meeting Minutes  
August 18, 2020

The Charles B. Phillips Public Library District Trustees met on Tuesday, August 18, 2020, in the library. The meeting was called to order at 7:05 p.m. by President David Drew. The secretary called roll. David Drew, Karen Breunig, Michael Merline, Mark Oldenburg, Larry Stanford, and Barb Sucich were present. Joshua Brown was absent. Lynette Heiden, library director, was also present.

**Public Comment:** none

**Minutes**

Barb Sucich moved to approve the minutes of the July 14, 2020 meeting as presented, seconded by Larry Stanford. The motion carried.

**Treasurer's Report**

The financial statement for July was filed for audit. Mark Oldenburg moved to pay the bills as presented. Michael Merline seconded the motion. The motion carried.

**Director's Report:** The director's report and library statistics (attached to this report) were presented and discussed.

**Unfinished Business**

**Grant:** We have been informed by the Illinois Secretary of State that the library district is eligible to receive an Illinois Public Library Construction Act Program Grant for the maximum award of \$316,225.00. It will be finalized and awarded when the steps outlined are completed and reimbursed to the district as the project progresses.

The Board Resolution and authorized signer was tabled until the next meeting.

**USDA Rural Community Loan:** Dave reported that the paperwork for the USDA loan has been sent to the USDA office and waiting to be processed due to the outcome of the zoning hearing.

**Variance/Special Waiver:** Mark Oldenburg moved to pay the Village of Newark for the following: EEI (engineering) \$913.50, setback/off street parking variance \$800.00, reimbursement for newspaper hearing notice \$312.48, Total - \$2025.98. Larry Stanford seconded the motion. The motion carried.

**Williams Architects Payment:** Mark Oldenburg moved to pay Williams Architects \$3983.70 for time spent on the project and engineering concerns, seconded by Michael Merline. The motion carried. The money will be taken from the money market account.

## New Business

**Certificate of Deposit:** The error on the balance sheet concerning the \$26,132.93 CD and transfer to the Heartland Bank money market account has been cleared up and the documentation is attached to this report.

**Budget and Appropriation Ordinance:** Barb Sucich moved to approve the the Budget and Appropriation Ordinance 20/21-004. Michael seconded the motion. Roll Call Vote: David Drew, yes; Karen Breunig, yes; Michael Merline, yes; Mark Oldenburg, yes; Larry Stanford, yes; Barb Sucich, yes. One absent. Motion carried.

**New Website Design:** Michael Merline moved to authorize Lynette to hire Web Linx to design a new website for the library at an initial cost of \$4500 (which includes training) and a \$300 annual fee. Mark Oldenburg seconded the motion. The motion carried.

**Accounting Software:** It was brought to the board's attention that a digital bookkeeping system is necessary in order to keep track of the building addition expenses as required by the Illinois Public Library Construction Act Program Grant Barb Sucich will contact Nancy Ness, who is our current bookkeeper, for suggestions.

**Other/Lawn Care:** No one was found to care for the library landscaping other than the mowing. Larry Stanford will put up a notice for help on Facebook - Newark News! to see if someone may be interested.

**Adjournment:** Mark Oldenburg moved to adjourn the meeting, seconded by Larry Stanford. Motion carried. Dave Drew adjourned the meeting at 8:46 p.m.

Respectfully submitted,

Karen Breunig  
Secretary

The next regular meeting will **September 8, 2020** at 7:00 p.m.