

Charles B. Phillips Library District
Board Meeting Minutes
February 9, 2021

The Charles B. Phillips Public Library District Trustees met on Tuesday, February 9, 2021, in the library. The regular meeting was called to order at 6:00 p.m. by President Dave Drew. The secretary called roll. Dave Drew, Karen Breunig, Michael Merline, Mark Oldenburg, and Larry Stanford were present. Barb Sucich arrived late. Joshua Brown was absent. Lynette Heiden, library director and Delene Drew were also present.

Public Comment: none

Minutes

Michael Merline moved to approve the minutes of the regular meeting held on January 2, 2021, seconded by Mark Oldenburg. Motion carried. Larry Stanford moved to approve the minutes of the January 20, 2021 special meeting, seconded by Michael Merline. Motion carried. Mark Oldenburg moved to approve the minutes of the January 27, 2021 special meeting, seconded by Larry Stanford. Motion carried.

Treasurer's Report

The financial statements for January were filed for audit. Mark Oldenburg moved to pay the bills as presented (Barb will verify the BTM bill before paying it). 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

PMA - Bonds/Investments: A contract has been signed with PMA Investments. Barb Sucich, Lynette Heiden, and Delene Drew met in order to present financial clarification to Andrew Kim. The bonds sale process is moving along.

Williams Architects - Andy Dugan - additional bill: Mark Oldenburg moved to pay Williams Architects \$7909.35. Larry Stanford seconded the motion. The motion carried. Andy gave the board members

an update on the progress of the building addition. The agenda is attached to this report.

New Business

Per Capita Grant - Succession Plan: Lynette presented the requirements for the Per Capita Grant which include a succession plan, ADA compliant website, signage, and updated library policies. Michael moved to accept the Succession Plan as presented. Mark Oldenburg seconded the motion. Motion carried.

Minimum Wage Increase: Mark moved to accept the minimum wage increase to \$11.00 and retro payment to January 1, 2021. Barb Sucich seconded the motion. Roll Call vote: Dave Drew, yes; Karen Breunig, yes; Michael Merline, yes; Mark Oldenburg, yes; Larry Stanford, yes; Barb Sucich, yes. The motion carried.

Book Drop: Michael Merline moved to purchase an outside book drop which includes insulation and braille signage at a cost of \$3848.00. Mark Oldenburg seconded the motion. Roll Call vote: Dave Drew, yes; Karen Breunig, yes; Michael Merline, yes; Mark Oldenburg, yes; Larry Stanford, yes; Barb Sucich, yes. The motion carried.

Fines: The policy of "no fines" will continue for the time being.

Construction Manager Presentations: FQC Construction Management and SMC Construction Services each gave a presentation about their companies and the services provided. Michael Merline moved to request proposals (advisor and at risk) from both companies to be reviewed at the March 9, 2021 meeting. Mark Oldenburg seconded the motion. The motion carried.

Adjournment: Larry Stanford moved to adjourn the meeting, seconded by Barb Sucich. Motion carried. Dave Drew adjourned the meeting at 8:50 p.m.

Respectfully submitted,

Karen Breunig
Secretary

The next regular meeting will be on February 9, 2021 at 7:00 p.m.