

Charles B. Phillips Library District  
Board Meeting Minutes  
September 14, 2021

The Charles B. Phillips Public Library District Trustees met on Tuesday, September 14, 2021, in the library. The regular meeting was called to order at 7:05 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**

Joshua Brown moved to approve the minutes of the regular meeting held on August 17, 2021, seconded by Larry Stanford. Motion carried. Barb Sucich moved to approve the minutes of the Public Hearing held on August 17, 2021, seconded by Michael Merline. Motion carried.

**Treasurer's Report**

The financial statements for August were filed for audit. Karen Breunig 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**

**Construction Manager/Williams Architect:** Representatives from SMC Construction Services and Williams Architects reviewed the process of bidding, presented a renovation schedule, and a preliminary budget.

**Audit:** All the paperwork has been submitted for the audit to Brian Zabel Accountants.

## New Business

**Tax Levy Ordinance:** Barb Sucich moved to approve the Tax Levy Ordinance 21/22 - 05. Michael Merline seconded the motion. Roll Call vote: Dave Drew, yes; Karen Breunig, yes; Joshua Brown, yes; Michael Merline, yes; Larry Stanford, yes; Barb Sucich, yes. The motion carried.

**Policy Review:** Board members reviewed and discussed the library district by-laws and board policies. Board members will review library policies in October.

**Other:** Lynette brought the following to the board's attention: The seal on the front (south) window is broken and there is a condensation problem in the attic. Board members recommended people who could fix both.

**Adjournment:** Joshua Brown moved to adjourn the meeting, seconded by Barb Sucich. Motion carried. Dave Drew adjourned the meeting at 8:20 p.m.

Respectfully submitted,

Karen Breunig  
Secretary

The next regular meeting will be on October 12, 2021 at 7:00 p.m.