

Charles B. Phillips Library District
Board Meeting Minutes
October 12, 2021

The Charles B. Phillips Public Library District Trustees met on Tuesday, October 12, 2021, in the library. The regular meeting was called to order at 7:02 p.m. by President Dave Drew. The secretary called roll. Dave Drew, Karen Breunig, Joshua Brown, Michael Merline, Mark Oldenburg, Larry Stanford, and Barb Sucich were present. 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 14, 2021, seconded by Joshua Brown. Motion carried.

Treasurer's Report

The financial statements for September were filed for audit. Mark Oldenburg moved to pay the bills as presented. Michael Merline seconded the motion. The motion carried. The board took action on the letter enclosed with the recent Heartland Bank statement. A letter and email will be sent to the bank indicating that the library district will elect to opt out of the Arbitration Provision.

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

Unfinished Business

Construction Manager/Williams Architect: A site utilization and phasing plan (phase 1 and 2) was presented and discussed.

Audit: All the paperwork has been submitted for the audit to Brian Zabel Accountants. There has been no response to date.

Policy Review: Meeting Room Policy will be taken up by committee and reviewed in November as will the Personnel Policy.

New Business

Banking - CD Renewal: Both CD's up for renewal will be rolled over.

Plant and Tree Removal: Lynette will ask if the cost of tree removal is included in the site preparation bid. The library will take donations for any plants that the public may want.

Fundraising: The library will sponsor a Build a Bear fundraising event prior to the holiday season including the Winter Walk held in December. More fundraising ideas need to be generated and Friends of the Library will be asked about additional ideas.

Adjournment: Mark Oldenburg moved to adjourn the meeting, seconded by Joshua Brown. Motion carried. Dave Drew adjourned the meeting at 8:40 p.m.

Respectfully submitted,

Karen Breunig
Secretary

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