

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

The Charles B. Phillips Public Library District Trustees met on Tuesday, November 9, 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, Mark Oldenburg, and Barb Sucich were present. Michael Merline and Larry Stanford were absent. Joshua Brown arrived late. Lynette Heiden, library director was also present.

**Public Comment:** none

**Minutes**

Mark Oldenburg moved to approve the minutes of the regular meeting held on October 12, 2021, seconded by Dave Drew. Motion carried.

**Treasurer's Report**

The financial statements for October were filed for audit. Mark Oldenburg moved to pay the bills as presented. Karen Breunig 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:** Discussed the recommended 4" water line. Barb Sucich moved to proceed with the soil sampling and lab analysis, seconded by Mark Oldenburg. The motion carried.

**Audit:** Additional paperwork has been submitted for the audit to Brian Zabel Accountants and the audit is in the process.

**Policy Review:** Meeting Room Policy is being worked on by committee and will be reviewed in December. Personnel Policy: Karen Breunig moved to change the following under "Vacations." It will read as follows: 1 - 2 years, 1 week; 3 - 5 years, 2 weeks; 6 - 9 years, 3 weeks; 10+ years, 4 weeks. Also under Sick Leave, eliminate the column for "Salaried part-time employees." Mark Oldenburg seconded the motion. The motion carried. Library Policy:

It was determined that CDC Recommendations for disease control will be included in this policy.

**Fund Raising:** A separate bank account will be opened for Fund Raising activities.

**New Business** None

**Adjournment:** Joshua Brown moved to adjourn the meeting, seconded by Mark Oldenburg. Motion carried. Dave Drew adjourned the meeting at 8:19 p.m.

Respectfully submitted,

Karen Breunig  
Secretary

The next regular meeting will be on December 14, 2021 at 7:00 p.m.