

Charles B. Phillips Library District
Board Meeting Minutes
February 8, 2022

The Charles B. Phillips Public Library District Trustees met on Tuesday, February 8, 2022, in the library. The regular meeting was called to order at 7:01 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

Mark Oldenburg moved to approve the minutes of the special meeting held on January 10, 2022, seconded by Barb Sucich. Motion carried.

Treasurer's Report

The financial statements for December and January were filed for audit. Joshua Brown moved to pay the bills as presented. Mark Oldenburg 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 Activities

Construction Bills: Construction updates were discussed. Larry Stanford moved to pay SMC \$13,00 for pre-construction costs, TSC \$3,174 for soil samples, and Williams Architects \$3126.21. Michael Merline seconded the motion. Roll call vote: Dave Drew, yes; Karen Breunig, yes; Joshua Brown, yes; Michael Merline, yes; Mark Oldenburg, yes; Larry Stanford, yes; Barb Sucich, yes. Motion carried.

Door: An upgrade on the proposed door between the sun room and community room was discussed. More information is needed. Tabled until the March meeting.

Audit: An audit has been received from Zabel Accountants. Lynette will request that a representative attend the next meeting to review the audit with the trustees.

Meeting Room Policy: Tabled until the March meeting

New Business

Copier: Mark Oldenburg moved to upgrade the copy machine to a Toshiba, Studio 3515 at a cost of \$244.97 plus \$7 for wireless printing per month. Michael Merline seconded the motion. The motion carried.

Government's Designated Auditing Official: Tabled until the March meeting.

Executive Session: Dave Drew moved to go into closed session at 8:13 p.m. for the purpose of discussing personnel compensation, seconded by Joshua Brown. The regular meeting resumed at 8:20 p.m. Mark Oldenburg move to give a one time appreciation and commitment bonus of \$500 for the director and \$250 for each of the three library clerks. Barb Sucich seconded the motion. Roll call vote: Dave Drew, yes; Karen Breunig, yes; Joshua Brown, yes; Michael Merline, abstained; Mark Oldenburg, yes; Larry Stanford, yes; Barb Sucich, yes. Motion carried.

Adjournment: Larry Stanford moved to adjourn the meeting, seconded by Joshua Brown. Motion carried. Dave Drew adjourned the meeting at 8:22 p.m.

Respectfully submitted,

Karen Breunig
Secretary

The next regular meeting will be on March 8, 2022 at 7:00 p.m.