

Charles B. Phillips Library District  
Board Meeting Minutes  
July 12, 2022

The Charles B. Phillips Public Library District Trustees met on Tuesday, July 12, 2022. The meeting was called to order at 7:01 p.m. by Vice President Mark Oldenburg. The secretary called roll. Karen Breunig, Michael Merline, Mark Oldenburg, and Barb Sucich were present. Dave Drew, Joshua Brown, and Larry Stanford were absent. Lynette Heiden, library director was also present.

**Public Comment:** none

**Minutes**

Barb Sucich moved to approve the minutes of the regular meeting held on June 14, 2022, seconded by Michael Merline. Motion carried.

**Treasurer's Report**

The financial statements for May 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**

**Community Room**

**Construction Bills:** Michael Merline moved to pay the construction bills as presented and draw on the bank loan in the amount of \$187,450.80 (SMC bill) and the remainder amount of \$2,747.00 from the construction account. Mark Oldenburg seconded the motion. Roll Call Vote: Karen Breunig, yes; Michael Merline, yes; Mark Oldenburg, yes; Barb Sucich, yes. Three absent. Motion carried.

**Construction Progress:** Construction is still on schedule with 60% of the project complete. A portion of the grant money will be available.

**Meeting Room Policy:** The Meeting Room Policy was discussed. Final approval was tabled until the August meeting.

**Fine Free/Circulation Policy:** The policy went into affect on July 1 and was reviewed. The fine free policy only applies to CBP materials. Hot Spots are not included and will be charged \$1.00 per day when overdue. There is a limit of 10 CD's per checkout.

### **New Business**

**Audit:** The information concerning an audit was discussed. A decision was tabled until the August meeting.

**Per Capita Grant:** The per capita grant was received in the amount of \$4,382.23 and will be used for computers.

**Adjournment:** Barb Sucich moved to adjourn the meeting, seconded by Karen Breunig. Motion carried. Mark Oldenburg adjourned the meeting at 8:16 p.m.

Respectfully submitted,

Karen Breunig

Secretary

The next regular meeting will be on August 16, 2022 at 7:00 p.m.