

Charles B. Phillips Library District  
Board Meeting Minutes  
October 11, 2022

The Charles B. Phillips Public Library District Trustees met on Tuesday, October 11, 2022. The meeting was called to order at 7:00 p.m. by Vice President Mark Oldenburg. The secretary called roll. Karen Breunig, Joshua Brown, Michael Merline, Mark Oldenburg, Larry Stanford and Barb Sucich were present. Dave Drew was 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 September 13, 2022, seconded by Michael Merline. Motion carried.

**Treasurer's Report**

The financial statements for September were discussed and filed for audit. Larry Stanford 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 from the construction account as presented, but hold the checks for SMC and Williams Architects until the issues with the bathroom mirrors and door locks have been resolved: Williams Architects, \$2,508.81; SMC, \$57,289.70; Rubino, \$3,251.00. Joshua Brown seconded the motion. Roll Call Vote: Karen Breunig, yes; Joshua Brown, yes; Michael Merline, yes; Mark Oldenburg, yes; Larry Stanford, yes; Barb Sucich, yes. Motion carried.

**Construction Progress:** The building construction has been completed except for a few issues including meeting room door locks, weather stripping, and the backdoor safety light.

**Book Return Drop Box:** The drop box needs to be secured to the cement. Michael Merline volunteered to do this.

**Building Shutters:** Barb Sucich moved to purchase four 14" (wide) single white louvered shutters for the front windows at a cost of \$200 - \$300. Larry Stanford seconded the motion. Motion carried.

**Bike Rack:** The bike rack has been donated to the Millbrook Jr. High.

**Lawn Care:** Two different lawn care agencies were contacted to mow and take care of the landscaping. Michael Merline moved to accept the proposal from Finer Finish Grounds Care LLC, Newark, IL. Joshua Brown seconded the motion. Motion carried.

**New Business   None**

**Adjournment** Larry Stanford moved to adjourn the meeting, seconded by Joshua Brown. Motion carried. Mark Oldenburg adjourned the meeting.

Respectfully submitted,  
Karen Breunig  
Secretary

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