

Charles B. Phillips Library District
Board Meeting Minutes
August 16, 2022

The Charles B. Phillips Public Library District Trustees met on Tuesday, August 16, 2022. The meeting was called to order at 7:03 p.m. by President Dave Drew. The secretary called roll. Dave Drew, Karen Breunig, Joshua Brown, Michael Merline, Mark Oldenburg, and Barb Sucich were present. Larry Stanford was absent. Lynette Heiden, library director was also present.

Public Comment: none

Minutes

Mark Oldenburg moved to approve the minutes of the regular meeting held on July 12, 2022, seconded by Barb Sucich. Motion carried.

Treasurer's Report

The financial statements for July were filed for audit. Mark Oldenburg 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: Williams Architects, \$4,887.44; Demco (book drop), \$5,849.31; SMC, \$200,491.52. Mark Oldenburg seconded the motion. Roll Call Vote: Dave Drew, yes; Karen Breunig, yes; Joshua Brown, yes; Michael Merline, yes; Mark Oldenburg, yes; Barb Sucich, yes. Motion carried.

Construction Progress: Progress of the building construction was discussed and board members toured the addition. A portion of the state grant has been received.

Audit: Michael Merline moved to hire Brian Zabel and Associates to complete an audit at a cost of no more than \$4,000.00, seconded by Mark Oldenburg. Roll Call Vote: Dave Drew, yes; Karen Breunig, yes; Joshua Brown, yes; Michael Merline, yes; Mark Oldenburg, yes; Barb Sucich, yes. Motion carried.

New Business

Annual Budget and Appropriation Ordinance: Joshua Brown moved to accept the Annual Budget and Appropriation Ordinance 22/23-04, seconded by Michael Merline. The motion carried.

Year End Balance: Mark Oldenburg moved to move the year end balance of \$102,205.55 to the special reserve/building fund. Joshua Brown seconded the motion. Roll Call Vote: Dave Drew, yes; Karen Breunig, yes; Joshua Brown, yes; Michael Merline, yes; Mark Oldenburg, yes; Barb Sucich, yes. Motion carried.

Library Open House: The tentative date of October 15, 2022 has been set for the open house.

Library Hours: The purposed library hours (after the building is finished and everything is in place) are: Tuesday/Thursday: 10 a.m. to 7 p.m., Monday/Wednesday/Friday: 9 a.m. to 5 p.m., Saturday: 9 a.m. to 1 p.m.

Adjournment Joshua Brown moved to adjourn the meeting, seconded by Mark Oldenburg. Motion carried. Dave Drew adjourned the meeting at 8:43 p.m.

Respectfully submitted,
Karen Breunig
Secretary

The next regular meeting will be on September 13, 2022 at 7:00 p.m.