

Charles B. Phillips Library District
Board Meeting Minutes
December 13, 2022

The Charles B. Phillips Public Library District Trustees met on Tuesday, December 13, 2022. The meeting was called to order at 7:03 p.m. by President Dave Drew. The secretary called roll. Karen Breunig, Dave Drew, Michael Merline, Mark Oldenburg, Larry Stanford and Barb Sucich were present. Joshua Brown 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 November 8, 2022, seconded by Larry Stanford. Motion carried.

Treasurer's Report

The financial statements for October were discussed and filed for audit. Michael Merline 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

Community Room

Construction Bills: Larry Stanford moved to pay SMC \$108, 776.92 and Williams Architects, \$218.36, using \$72,687.45 from the bank loan and \$36089.47 from the construction account. Michael Merline seconded the motion. Roll Call Vote: Karen Breunig, yes; Dave Drew, yes; Michael Merline, yes; Mark Oldenburg, yes; Larry Stanford, yes; Barb Sucich, yes. Motion carried. Michael Merline moved to transfer the required amount from the general fund account to the construction account if needed, seconded by Mark Oldenburg. Roll Call Vote: Karen Breunig, yes; Dave Drew, yes; Michael

Merline, yes; Mark Oldenburg, yes; Larry Stanford, yes; Barb Sucich, yes.
Motion carried.

Construction Wrap Up: Jason (SMC) is taking care of the shield for the drinking fountain. The peeling paint on the outside railings will be taken care of in the spring. Lynette will request a detailed receipt from the Village of Newark showing that we have made all payments to them and if there is any remaining money.

New Business

Cleaning: Dave Drew moved to increase the pay to the cleaning person (2 1/2 hours) to \$100 per week. Mark Oldenburg seconded the motion. Motion carried. It was suggested that a check list be given to the cleaning person.

Employee Appreciation Compensation: Michael Merline moved to give the library clerks \$100 each and the library director \$1000. All compensation would be the amount stated after deductions. Mark Oldenburg seconded the motion. Motion carried.

Adjournment Barb Sucich moved to adjourn the meeting, seconded by Larry Stanford. Motion carried. Dave Drew adjourned the meeting at 8:15 p.m.

Respectfully submitted,
Karen Breunig
Secretary

The next regular meeting will be on February 14, 2023 at 7:00 p.m.