CISSNA PARK COMMUNITY LIBRARY

BOARD OF TRUSTEES

AGENDA

January 22, 2024

TO: LIBRARY TRUSTEES

DATE : January 17, 2024

This is to remind you that the Cissna Park Community Library Trustees will meet in regular session at 4:30 p.m. on Monday, January 22, 2024. The meeting will be held in the Library. Please call Donna if you will be unable to attend.

Larry Hofbauer, President

by Donna Jean

CISSNA PARK COMMUNITY LIBRARY

BOARD OF TRUSTEES

AGENDA

JANUARY 22, 2024

Information and Suggestions for Study, Review, and Consideration by the Cissna Park Community Library Trustees for the January 22, 2024 Trustees Meeting.

I. CALL TO ORDER AND ROLL CALL

President Larry Hofbauer called the regular meeting of the Cissna Park Community Library District Board of Trustees to order at \_\_\_\_\_\_\_\_\_\_p.m. with the following trustees and administrators present: Ryan Rogers\_\_\_\_; Lynn Hasselbring, \_\_\_\_; Heidi Breymeyer, \_\_\_\_; Emily Tuttle, \_\_\_; Lois Steiner, \_\_\_\_; Larry Hofbauer, \_\_\_\_; Elaine Young, \_\_\_\_; Dr. Daniel Hylbert, ex officio member, \_\_\_\_; Donna Jean, Librarian, \_\_\_\_\_; and Sandy Thomas, Library Assistant, \_\_\_\_\_\_\_\_.

#### APPROVAL OF AGENDA

\_\_\_\_\_\_\_\_\_\_\_\_ made the motion, seconded by \_\_\_\_\_\_\_\_\_\_\_\_, to approve the Agenda as presented or as per amendments listed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Discussion. Vote: Aye, \_\_\_\_; Nay \_\_\_\_. Motion \_\_\_\_\_\_\_\_.

1. APPROVAL OF MINUTES

\_\_\_\_\_\_\_\_\_\_\_\_ made the motion, seconded by \_\_\_\_\_\_\_\_\_\_\_\_, to approve the minutes of the November 13, 2023 regular meeting as presented or as per amendments listed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Discussion. Vote: Aye, \_\_\_\_; Nay \_\_\_\_. Motion \_\_\_\_\_\_\_\_.

IV. TREASURER'S REPORT - INVESTMENT POLICY REPORT

A. Ms. Steiner reported an interest income of \_\_\_\_\_\_\_\_\_\_\_\_\_in the Money Market account and a balance on hand in the Money Market account as \_\_\_\_\_\_\_\_\_\_\_\_\_\_, an interest income in the NOW account as \_\_\_\_\_\_\_\_\_\_\_\_, a balance in the NOW account as \_\_\_\_\_\_\_\_\_\_\_\_, a balance in one CD as \_\_\_\_\_\_\_\_\_\_\_\_\_, and a balance in the second CD as \_\_\_\_\_\_\_\_\_\_\_\_\_.

1. Ms. Steiner reported that, in conformance with our Investment Policy, all funds except Petty Cash are invested in insured accounts with the Frederick Community Bank.

V. READING AND ALLOWANCE OF BILLS

1. November, December and January bills (enclosed)
2. Budget summary - enclosed

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ made the motion, seconded by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to approve payment of the bills as presented. Discussion. Roll call vote: Mr. Rogers, \_\_\_\_\_; Mrs. Young, \_\_\_\_\_; Mrs. Breymeyer, \_\_\_\_\_; Mrs. Tuttle, \_\_\_\_\_; Mr. Hofbauer, \_\_\_\_\_; Mrs. Steiner, \_\_\_\_\_; Mrs. Hasselbring, \_\_\_\_\_. Motion \_\_\_\_\_\_\_\_\_\_.

VI. OPPORTUNITY FOR PUBLIC INPUT

A. Public

VII. COMMUNICATIONS

1. Librarian's Report – Mrs. Jean

1. Circulation – November – December

2. Automation

3. School District Library Grant

4. Candyland

5. Ornament of the Month

6. Lessons for Living

7. Stuffie Sleepover

B. Library Assistant's Report – Mrs. Thomas

1. Story Hour

###### UNFINISHED BUSINESS

1. Decennial committee meeting March 18

XI. NEW BUSINESS

1. Library Bill of Rights

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_made the motion, seconded by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to approve the ALA Library Bill of Rights as presented. Discussion. Vote: Aye, \_\_\_\_; Nay \_\_\_\_.

Motion \_\_\_\_\_\_\_\_\_.

1. Library Policy for Bulletin Board

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_made the motion, seconded by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to approve the bulletin board policy as presented. Discussion. Vote: Aye, \_\_\_\_; Nay \_\_\_\_. Motion\_\_\_\_\_\_\_\_\_\_\_.

1. Library Gift and Donation Policy

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_made the motion, seconded by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to approve the gift and donation policy as presented. Discussion. Vote: Aye, \_\_\_\_; Nay \_\_\_\_. Motion\_\_\_\_\_\_\_\_\_\_\_.

X. ADJOURNMENT

\_\_\_\_\_\_\_\_\_\_\_\_ made the motion, seconded by \_\_\_\_\_\_\_\_\_\_\_\_, to adjourn the meeting at \_\_\_\_\_\_\_\_ p.m. Discussion. Vote: Aye, \_\_\_\_; Nay \_\_\_\_. Motion \_\_\_\_\_\_\_\_\_.

The next meeting date is March 18, 2024. No February meeting.