CISSNA PARK COMMUNITY LIBRARY

BOARD OF TRUSTEES

MEETING

July 15, 2021

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 4:48 p.m. on July 15, 2021 with the following trustees and administrators present:  Lois Steiner; Elaine Young; Emily Tuttle (came at 4:55); Larry Hofbauer; Lynn Hasselbring (by phone); and Donna Jean, Librarian.

Lois Steiner made the motion, seconded by Elaine Young to appoint Matt Osborne to fill the vacated position of trustee on the library board.  Vote:  ayes, all. Motion carried.

APPROVAL OF AGENDA

Emily Tuttle made the motion, seconded by Lois Steiner, to approve the Agenda as presented.  Vote: ayes, all.  Motion carried.

APPROVAL OF MINUTES

Lois Steiner made the motion, seconded by Emily Tuttle, to approve the minutes of the May 17, 2021 regular meeting. Vote:  ayes, all.  Motion carried.

 TREASURER’S REPORT – INVESTMENT POLICY REPORT

Mrs. Steiner reported an interest income in the Money Market Account of $6.91, and a balance on hand in the Money Market account as $43,764.49; interest income in the NOW account of $0.72 and a balance in the NOW account as $29,359.22, a balance in one CD as $58,170.59, and a balance in the second CD as $26,132.66.

 In conformance with our Investment Policy, all funds except Petty Cash are invested in insured accounts with the Frederick Community Bank.

 READING AND ALLOWANCE OF BILLS

Lois Steiner made the motion, seconded by Emily Tuttle, to approve payment of the bills as presented.  Roll call vote:  Mrs. Young, yes; Mrs. Tuttle, yes; Mr. Hofbauer, yes; Mrs. Steiner, yes.  Mr. Osborne, yes. Motion carried.

OPPORTUNITY FOR PUBLIC INPUT

 None.

COMMUNICATIONS

Mrs. Jean stated in the Librarian’s Report that circulation for FY ’21 was down because of the pandemic, but Hoopla was up.

Automation is working well.

The school district library grant is $850.00.

Mrs. Jean reported for Mrs. Thomas that the Summer Reading Program had 75 children. Of the 75 children, 38 were preschool and kindergarten children which was too many in one class.

 UNFINISHED BUSINESS

Cameras were installed in the library.

NEW BUSINESS

Emily Tuttle made the motion, seconded by Lois Steiner to place the Tentative Annual Budget and Appropriation Ordinance on public display for 30 days as required and to direct the secretary to publish notice in the Cissna Park News and to set the hearing on the Budget and Appropriation Ordinance for September 20, 2021 at 4:30pm in the library. Vote:  ayes, all.   Motion carried.

Lois Steiner made the motion, seconded by Matt Osborne, to adopt the Freedom of Information document as presented and place on public display as required by law. Vote: ayes, all. Motion carried.

President Hofbauer appointed Emily Tuttle, Matt Osborne and Lois Steiner to audit the minutes for FY’21 and certify the same.

Emily Tuttle made the motion, seconded Matt Osborne to adopt the dates as days the library will be closed for FY 22.  Vote: ayes, all. Motion carried.

Monday, July 5 Independence Day

August 2 - 7 Closed for Cleaning

August 20-21 Old Settlers

September 6 Labor Day

October 11  Columbus Day

November 11 Veteran’s Day

November 24-27  Thanksgiving break

December 20 - January 2 Christmas Break

January 17 Martin Luther King Jr.’s Birthday

February 21 President’s Day

March 21-26 Spring Break

April 15 - 18 Easter Break

May 30 Memorial Day

Lois Steiner made the motion, seconded by Emily Tuttle to adopt the following hours for fall and winter due to the bus drop off zone in the west parking lot.  Vote:  ayes, all. Motion carried.

Monday 8:30 am - 4:00 pm

Tuesday 8:30 am - 7:00 pm

Wednesday 8:30 am - 4:00 pm

Thursday 8:30 am - 7:00 pm

Friday 8:30 am - 3:30 pm

Saturday 8:00 am - 12:00 pm

Sunday Closed

Lois Steiner made the motion, seconded by Matt Osborne to recall an attorney as needed. Vote: ayes, all.  Motion carried.

Emily Tuttle made the motion, seconded by Matt Osborne to hire 4 Wingers to clean the library carpet at a cost of $2,190.15. Roll call vote: Mr. Osborne, yes; Mrs. Tuttle, yes; Mrs. Steiner, yes; Mr. Hofbauer, yes; Mrs. Young, yes. Motion carried.

 ADJOURNMENT

Emily Tuttle made the motion, seconded by Lois Steiner, to adjourn the meeting at 5:21p.m.  Vote: ayes, all.  Motion carried.

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