

July 15, 2024 MEETING

CISSNA PARK COMMUNITY LIBRARY

BOARD OF TRUSTEES

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 4:33 p.m. on July 15, 2024, with the following trustees and administrators present: Ryan Rogers; Heidi Breymeyer; Lois Steiner; Emily Tuttle; Larry Hofbauer; and Donna Jean, Librarian.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Lois Steiner made the motion, seconded by Heidi Breymeyer, to approve the minutes of the June 17, 2024, regular meeting. Vote: ayes, all. Motion carried.

TREASURER'S REPORT – INVESTMENT POLICY REPORT

Ms. Steiner reported interest income in the Money Market Account of \$118.94, and a balance on hand in the Money Market account as \$42,618.69; interest income in the NOW account of \$2.49 and a balance in the NOW account as \$7,584.61; a balance in one CD as \$27,033.95, and a balance in the second CD as \$60,092.10.

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

Ryan Rogers made the motion, seconded by Heidi Breymeyer, to approve payment of the bills as presented. Roll call vote: Mr. Rogers, yes; Mrs. Young, absent; Mrs. Breymeyer, yes; Mr. Hofbauer, yes; Mrs. Steiner, yes; Mrs. Hasselbring, absent; Mrs. Tuttle, yes. Motion carried.

OPPORTUNITY FOR PUBLIC INPUT

None

COMMUNICATIONS

Mrs. Jean stated in the Librarian's Report that circulation is on track. Automation is working fine.

To make our website ADA compliant, Streamline would charge a \$1500 set up fee and a \$100 monthly maintenance fee. We would no longer have to pay Weebly \$120 annually for the website.

The purchase of a smart board was discussed.

There was no report from Mrs. Thomas. Story hour will begin after Labor Day.

UNFINISHED BUSINESS

Emily Tuttle made the motion, seconded by Lois Steiner to approve the Decennial Committee Report as presented. Discussion followed. Vote: ayes, all. Motion carried.

NEW BUSINESS

Heidi Breymeyer made the motion, seconded by Ryan Rogers, 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 16, 2024, at 4:30 pm in the library, with the following correction: change the dates in the special reserve section. Discussion followed. Vote: ayes, all. Motion carried.

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

President Hofbauer appointed Emily Tuttle, Heidi Breymeyer, and Lois Steiner to audit the minutes for FY'24 and certify same.

Emily Tuttle made the motion, seconded by Heidi Breymeyer, to designate Lynn Hasselbring as FOIA officer and Ryan Rogers as OMA officer for FY 2025. These officers are responsible for completing the online training by the September meeting.

Ryan Rogers made the motion, seconded by Emily Tuttle, to amend the hotspot policy to read, "Library patrons 18 years of age or older" instead of "14 years of age or older". Discussion followed. Vote: ayes, all. Motion carried.

Lois Steiner made the motion, seconded by Heidi Breymeyer, to change the library's hours of operation to: Monday and Wednesday 8 am - 4 pm, Tuesday and Thursday, 8 am - 6 pm, Friday 8 am - 3 pm, and Saturday 8 am - 12 pm, and closed 11:30 - 12 pm for lunch, Monday through Friday. Discussion followed. Vote: ayes, all. Motion carried.

Heidi Breymeyer made the motion, seconded by Emily Tuttle, to cancel the August 2024 meeting, due to lack of business. Discussion followed. Roll call vote: Mr. Rogers, yes; Mrs. Young, absent; Mrs. Breymeyer, yes; Mrs. Tuttle, yes; Mr. Hofbauer, yes; Mrs. Steiner, yes; Mrs. Hasselbring, absent. Motion carried.

ADJOURNMENT

Heidi Breymeyer made the motion, seconded by Ryan Rogers, to adjourn the meeting at 4:57 p.m. Vote: ayes, all. Motion carried.

Board President

Board Secretary