July 2025 Minutes

CISSNA PARK COMMUNITY LIBRARY

BOARD OF TRUSTEES MEETING

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 21, 2025, with the following trustees and administrators present: Lois Steiner; Ryan Rogers; Elaine Young; Emily Tuttle; Larry Hofbauer; and Donna Jean, Librarian.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Lois Steiner made the motion, seconded by Ryan Rogers to approve the minutes of the June 21, 2025, regular meeting as presented. Vote: ayes, all. Motion carried.

TREASURER'S REPORT – INVESTMENT POLICY REPORT

Ms. Steiner reported an interest income in the Money Market of $35.90 and a balance on hand in the Money Market as $25,575.58, an interest income in the NOW account of $4.63 and a balance in the NOW account as $13,200.06, a balance in one CD as $61,640.27, and a balance in the second CD as $27,938.74 and a third CD as $15,228.32.

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.

READING AND ALLOWANCE OF BILLS

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

OPPORTUNITY FOR PUBLIC INPUT

None.

COMMUNICATIONS

Mrs. Jean stated in the Librarian's Report that circulation for FY '25 was a little up.

Automation is working well.

Per capita grant was received $2,488.33.

Received from Lavina Young Trust $1,000.00.

Mrs. Jean reported for Mrs. Thomas that the Summer Reading Program had 30 children signed up, with a total of 42-45, including their parents.

UNFINISHED BUSINESS

None

NEW BUSINESS

Ryan Rogers made the motion, seconded by Emily Tuttle, 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 15, 2025, at 4:30 pm in the library. 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 it on public display as required by law. Vote: ayes, all. Motion carried.

President Hofbauer appointed Ryan Rogers, Lois Steiner, and Emily Tuttle to audit the minutes for FY'25 and certify the same.

Emily Tuttle made the motion, seconded by Lois Steiner, 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. Vote: ayes, all. Motion carried.

Ryan Rogers made the motion, seconded by Emily Tuttle, to cancel the August 2025 meeting. Roll call vote: Mr. Hofbauer, yes; Mrs. Steiner, yes; Mrs. Tuttle, yes; Mr. Hofbauer, yes; Mrs. Young, yes. Motion carried.

ADJOURNMENT

Lois Steiner made the motion, seconded by Ryan Rogers, to adjourn the meeting at 4:50 p.m. Vote: ayes, all. Motion carried.

_____

Board President

_____

Board Secretary