CISSNA PARK COMMUNITY LIBRARY

BOARD OF TRUSTEES

MEETING

May 18, 2026

CALL TO ORDER AND ROLL CALL

Vice-President Lynn Hasselbring called the regular meeting of the Cissna Park Community Library District Board of Trustees to order at 4:30 p.m. on May 18, 2026, with the following trustees and administrators present: Emily Tuttle; Lynn Hasselbring; Heidi Breymeyer; Ryan Rogers (came at 4:35); Lois Steiner; Elaine Young; Donna Jean, Librarian.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Emily Tuttle made the motion, seconded by Lois Steiner, to approve the minutes of the April 20, 2026 regular meeting. Vote: ayes, all. Motion carried.

TREASURER'S REPORT – INVESTMENT POLICY REPORT

Mrs. Steiner reported interest income in the Money Market Account of $5.95 and a balance on hand in the Money Market account as $74,393.85; an interest income in the NOW account of $0.29 and a balance in the NOW account as $13,067.98; a balance in one CD as $62,951.32, and a balance in the second CD as $16,586.34 and a balance in the third CD as $28,520.16.

Mrs. Steiner 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

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

OPPORTUNITY FOR PUBLIC INPUT

None.

COMMUNICATIONS

Mrs. Jean stated that circulation is the same.

Automation is fine.

Neighbor Trees donation will be discussed next month.

School District Library Grant will be $850.00.

Saving the Season program – which includes canning, freezing and hydration will be held every Tuesday in the summer at 5:30pm until August 4, 2026.

Duck Hunt – 100 ducks will be all over town after Memorial Day for 3 weeks. Prizes will be given when found and brought to the Library.

Story hour is finished.

Summer Reading Program is Unearth A Story and will be held at the Fire House.

Lynn Hasselbring gave the proposed salary for FY27, proposed budget figures, and tax levy information. The information was discussed.

UNFINISHED BUSINESS

Lois Steiner made the motion, seconded by Emily Tuttle, to adopt the Mission Statement and Library Goals Strategic Plan. Vote: all ayes. Motion carried.

Emily Tuttle made the motion, seconded by Ryan Rogers to adopt the Summer Hours as follows:

Sunday and Monday – closed

Tuesday: 9am – 6:00 pm

Wednesday through Friday: 9:00 am – 2:00 pm

Saturday: 8:00 am – 12:00 pm

Vote: ayes, all. Motion carried.

NEW BUSINESS

Ryan Rogers made the motion, seconded by Lois Steiner, that the Library Board of Trustees shall meet in regular session at 4:30 pm on the third Monday of July, August, September, November, March, April, May and June; and on the fourth Monday of January; with meetings to be held in the Library. Regular meetings will be cancelled if there is insufficient business to come before the Board. Vote: ayes, all. Motion carried.

Emily Tuttle made the motion, seconded by Ryan Rogers, to postpone the retention of legal counsel until needed. Vote: ayes, all. Motion carried.

Lois Steiner made the motion, seconded by Emily Tuttle, to name the Frederick Community as the Depository Institution for all Library District Funds, with the exception of Petty Cash. Vote: ayes, all. Motion carried.

Ryan Rogers made the motion, seconded by Lois Steiner, to adopt the following agenda format for Regular Board Meetings:

I. CALL TO ORDER AND ROLL CALL

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

IV. TREASURER’S REPORT

V. READING AND ALLOWANCE OF BILLS

VI. OPPORTUNITY FOR PUBLIC INPUT

VII. COMMINICATIONS

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

X. ADJOURNMENT

Vote: ayes, all. Motion carried.

Lois Steiner made the motion, seconded by Ryan Rogers to participate in the Non-Resident Card program using the Tax Bill Method to determine the cost to the patron. Vote: ayes, all. Motion carried.

Emily Tuttle made the motion, seconded by Ryan Rogers, to adopt the revised Selection and Reconsideration Policy as presented listed. The committee members will be decided at the next meeting. Vote: ayes, all. Motion carried.

ADJOURNMENT

Lois Steiner made the motion, seconded by Emily Tuttle, to adjourn the meeting at 5:11p.m. Vote: ayes, all. Motion carried.

____

Board President

____

Board Secretary