CISSNA PARK COMMUNITY LIBRARY

BOARD OF TRUSTEES

MEETING

April 24, 2023

CALL TO ORDER AND ROLL CALL

President Larry Hofbauer called the re-organizational meeting of the Cissna Park Community Library District Board of Trustees to order at 4:33 p.m. with the following trustees and administrators present: Larry Hofbauer; Matt Osborne; Lynn Hasselbring; Lois Steiner; Sandy Thomas, Library Assistant; and Donna Jean, Director.

CANVAS OF VOTES

The appointment of the Board as a Committee of the Whole was made to canvass election results. The Committee, having duly canvassed the results of the April 4, 2023 election, reported the following results to the Board Secretary:

Candidate name Number of votes

**For full 6 year terms:**

Lois Steiner 149

Lynn Hasselbring 139

Heidi Breymeyer 140

**For 2 year term:**

Ryan Rogers 149

In as much as the tally of votes appeared to be correct and no one challenged the election Lois Steiner made the motion, seconded by Matt Osborne, to adopt the following resolution:

Whereas, on the fourth day of April, 2023, there was held in the Cissna Park Community Library District, County of Iroquois, State of Illinois, an election for the purpose of electing three (3) trustees to said Board for six (6)years, and one (1) trustee for two (2) years, Whereas, the votes have been duly canvassed and reported to the Board Secretary; and whereas, the Board finds from said canvass of the election results the following: Total ballots cast: 577. Lois Steiner received 149 votes, Lynn Hasselbring received 139 votes, Heidi Breymeyer received 140 votes, and Ryan Rogers received 149 votes.

Now, therefore, be it resolved, proclaimed, and declared by the Cissna Park Community Library District Board of Trustees that Lois Steiner, Lynn Hasselbring and Heidi Breymeyer be elected to said Board for six (6) year terms, and Ryan Rogers be elected to said Board for two (2) year term.

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Elaine Young, Secretary, Library Board Larry Hofbauer, President, Library Board

There was no discussion.   
Roll call vote: Mrs.Steiner, yes; Mrs. Seggebruch, absent; Mrs. Young, absent; Mrs. Tuttle, absent; Mr. Hofbauer, yes; Mrs. Hasselbring, yes; Mr. Osborne, yes. Motion, carried.

ADMINISTRATION OF THE OATH OF OFFICE

Larry Hofbauer administered the Oath of Office to Lois Steiner, Lynn Hasselbring, and Heidi Breymeyer.

ADJOURN SINE-SIE

Lynn Hasselbring made the motion, seconded by Lois Steiner, to adjourn sine-die at 4:37 pm. Votes: ayes, all. Motion carried.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Lynn Hasselbring made the motion, seconded by Lois Steiner, to approve the minutes of the March 20, 2023 regular meeting as presented. Vote: ayes, all. Motion carried.

TREASURER’S REPORT

Mrs. Steiner reported interest income in the Money Market account of $61.77, a balance on hand in the Money Market account as $80,870.64, an interest income in the NOW account of $2.78, and a balance in the NOW account as $16,922.40, a balance in one CD as $85,571.03, and a balance in the second CD as $26,288.02. 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

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

OPPORTUNITY FOR PUBLIC INPUT

None.

COMMUNICATIONS

In her Librarian’s report, Mrs. Jean reported that circulation is up, automation is working fine, and Director’s University 2.0 was very informative. A thank you text was received from Judy Danforth thanking us for the donation to Mahlah the comfort dog.

In the Library Assistant’s report, Mrs. Thomas reported that Story Hour is in its last week, and she has had good numbers this year. The Summer Reading program has been canceled this year due to renovations in the building.

UNFINISHED BUSINESS

The air conditioning will be replaced this summer, so the library will be closed from Memorial Day through July 4.

The trustees made suggestions for appointees to the Decennial Committee, which will meet in May.

NEW BUSINESS

Heidi Breymeyer made the motion, seconded by Lois Steiner, to appoint Lynn Hasselbring as President Pro-Tem. Vote: ayes, all. Motion carried. President Pro-Tem appoints Heidi Breymeyer Secretary Pro-Tem.

President Pro-Tem Lynn Hasselbring called for nominations for president. Heidi Breymeyer nominated Larry Hofbauer. After no further nominations were made, Lois Steiner made the motion, seconded by Heidi Breymeyer that the nominations be ceased and that Larry Hofbauer be elected by acclamation as President of the Board of Trustees for a term of two (2) years. Vote: ayes, all. Motion carried.

President Larry Hofbauer called for nominations for Vice-President. Larry Hofbauer nominated Lynn Hasselbring. After no further nominations were made, Lois Steiner made the motion, seconded by Heidi Breymeyer, that the nominations be ceased and that Lynn Hasselbring be elected by acclamation as Vice-President of the Board of Trustees for a term of two (2) years. Vote: ayes, all. Motion carried.

Lynn Hasselbring made the motion, seconded byHeidi Breymeyer, to appoint Elaine Young as Secretary of the Board of for a two (2) year term. Vote: ayes, all. Motion carried.

Lynn Hasselbring made the motion, seconded by Heidi Breymeyer, to appoint Lois Steiner as Treasurer of the Board of the Board of Trustees for a two (2) year term. Vote: ayes, all. Motion carried.

Heidi Breymeyer made the motion, seconded by Lois Steiner, to appoint Dr. Daniel Hylbert as a non-voting, ex-officio member of the Library Board of Trustees. Vote: ayes, all. Motion carried.

Lynn Hasselbring made the motion, seconded by Heidi Breymeyer, to authorize the Secretary to certify to the County Clerk and the Illinois State Librarian the names and addresses of the Trustees and their respective terms in office. Vote: ayes, all. Motion carried.

Lois Steiner made the motion, seconded by Heidi Breymeyer, that the Library Board of Trustees shall meet in regular session at 4:30 p.m. 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 canceled if there is insufficient business to come before the Board. Vote: ayes, all. Motion carried.

Lynn Hasselbring made the motion, seconded by Lois Steiner to retain Phil Lenzini of Heyl Royster Law Offices of legal counsel until the June meeting. Vote: ayes, all. Motion carried.

Heidi Breymeyer made the motion, seconded by Lynn Hasselbring, to name The Frederick Community Bank as Depository Institution for all Library District Funds, with the exception of Petty Cash. Vote: ayes, all. Motion carried.

Heidi Breymeyer made the motion, seconded by Lynn Hasselbring, to adopt the following agenda format for Regular Board Meetings: Vote: ayes, all. Motion carried.

AGENDA

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. COMMUNICATIONS

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

X. ADJOURNMENT

President Larry Hofbauer appointed Lynn Hasselbring, Lois Steiner, and Heidi Breymeyer to serve on the Budget Committee for FY’24. Date of meeting Monday, May 15, 2023 at 4:00 p.m.

ADJOURNMENT

Heidi Breymeyer made the motion, seconded by Lois Steiner, to adjourn the meeting at 5:00 p.m. Discussion followed. Vote: ayes, all. Motion carried.

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Board President

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Board Secretary