

CISSNA PARK COMMUNITY LIBRARY  
BOARD OF TRUSTEES  
MEETING

April 15, 2024

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 4:32 p.m. on April 15, 2024, with the following trustees and administrators present: Larry Hofbauer; Ryan Rogers; Lynn Hasselbring; Lois Steiner; Heidi Breymeyer; Elaine Young; and Donna Jean, Librarian.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Heidi Breymeyer made the motion, seconded by Ryan Rogers, to approve the minutes of the March 18, 2024 regular meeting as per amendments listed: Unfinished Business: discussed Decennial Report Vote: ayes, all. Motion carried.

TREASURER'S REPORT – INVESTMENT POLICY REPORT

Mrs. Steiner reported interest income in the Money Market of \$96.78, a balance on hand in the Money Market as \$88,904.47, an interest income in the NOW account of \$4.52 and a balance in the NOW account as \$70,576.63, a balance in the one CD as \$59,708.56, and a balance in the second CD as \$26,827.74.

Mrs. 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

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

COMMUNICATIONS

In her Librarian's Report, Mrs. Jean reported circulation is on track. Automation systems are working good.

Several donations came in for the passing of Maggie Ames.

A discussion was held about changing the Library hours that would be open to the public. The change would be 9am-6pm on Monday through Friday and 8am-12pm Saturday.

In her Library Assistant's Report, Mrs. Thomas said Story Hour has been great and will end at the end of April.

The summer reading program may be all Fridays in June. Participants may sign up after Story Hour ends.

### NEW BUSINESS

President Hofbauer appointed the budget committee consisting of Mrs. Steiner, Mrs. Hasselbring, and Mrs. Breymeyer and they will meet on May 20, 2024 at 4:00 pm.

Lynn Hasselbring made the motion, seconded by Ryan Rogers to approve the purchase of tables for the library lab at a cost of approximately \$3300. Roll call vote: Mr. Rogers, yes; Mrs. Breymeyer, yes; Mr. Hofbauer, yes; Mrs. Hasselbring, yes; Mrs. Steiner, yes; Mrs. Young, yes. Motion carried.

Lois Steiner made the motion, seconded by Heidi Breymeyer to approve the purchase of forward-facing library shelves at a cost of approximately \$5700. Roll call vote: Mr. Rogers, yes; Mrs. Breymeyer, yes; Mrs. Steiner, yes; Mr. Hofbauer, yes; Mrs. Hasselbring, yes; Mrs. Young, yes. Motion carried.

Heidi Breymeyer made the motion, seconded by Ryan Rogers to approve the updated Patron Code of Conduct as presented. Vote: ayes, all. Motion carried.

Lois Steiner made the motion, seconded by Lynn Hasselbring to approve the Patron Registration Policy as presented. Vote: ayes, all. Motion carried.

Heidi Breymeyer made the motion, seconded by Ryan Rogers to approve the Emergency Closing Policy as presented. Vote: ayes, all. Motion carried.

### ADJOURNMENT

Lynn Hasselbring made the motion, seconded by Lois Steiner, to adjourn the meeting at 5:05p.m. Vote: ayes, all. Motion carried.

---

Board President

---

Board Secretary