

CISSNA PARK COMMUNITY LIBRARY

BOARD OF TRUSTEES

MEETING

November 13, 2023

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 4:31p.m. on November 13, 2023 with the following trustees and administrators present: Lynn Hasselbring; Emily Tuttle; Lois Steiner; Ryan Rogers; Larry Hofbauer; Heidi Breymer; Elaine Young; and Donna Jean, Librarian.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Lois Steiner made the motion, seconded by Emily Tuttle, to approve the minutes of the September 18, 2023 regular meeting. Vote: ayes, all. Motion carried.

TREASURER'S REPORT – INVESTMENT POLICY REPORT

Mrs. Steiner reported interest income in the Money Market Account of \$98.19, and a balance on hand in the Money Market account as \$90,050.52; interest of \$14.19 in the NOW account and a balance in the NOW account as \$40,127.43; a balance in one CD as \$59,079.49 a balance in the second CD as \$26,533.88.

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

OPPORTUNITY FOR PUBLIC INPUT

None.

COMMUNICATIONS

Mrs. Jean stated in the Librarian's Report that circulation and automation are good.

Thirteen people from other libraries participated in the Library Crawl.

Candyland program will be held Friday, Nov. 24 6:30 - 7:30 pm and Sat., Nov. 25 10 am-1 pm

Story Hour is 2 days a week.

Halloween Fun Night was held in the Library and the breezeway with approximately 250 attending. The face painting activity was raved about.

UNFINISHED BUSINESS

Ryan Rogers made a motion, seconded by Lois Steiner to approve the Vacation Policy for Part-Time Staff as presented. Discussion. Roll call vote: Mrs. Tuttle, yes; Mrs. Steiner, yes; Mrs. Hasselbring, yes; Mr. Hofbauer, yes; Mrs. Breymeyer, yes; Mr. Rogers, yes; Mrs. Young, yes. Motion carried.

NEW BUSINESS

Having approved the annual Budget and Appropriation Ordinance at the September meeting, Lynn Hasselbring made the motion, seconded by Heidi Breymeyer, to approve the Annual Tax Levy Ordinance as presented. Roll call vote: Mrs. Breymeyer, yes; Mr. Hofbauer, yes; Mr. Rogers, yes; Mrs. Tuttle, yes; Mrs. Steiner, yes; Mrs. Hasselbring, yes; Mrs. Young, yes. Motion carried.

We discussed and approved the 4.0 Serving Our Public checklists.

Emily Tuttle made the motion, seconded by Ryan Rogers to approve payment of \$350 registration fee for Donna to attend the Illinois Reading Conference in Springfield March 14 & 15. Roll call vote: Mrs. Breymeyer, yes; Mrs. Tuttle, yes; Mr. Hofbauer, yes; Mrs. Steiner, yes; Mrs. Hasselbring, yes; Mr. Rogers, yes; Mrs. Young, yes. Motion carried.

ADJOURNMENT

Heidi Breymeyer made the motion, seconded by Emily Tuttle, to adjourn the meeting at 4:53 p.m. Vote: ayes, all. Motion carried.

Board President

Board Secretary