

**BROWN COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
JUNE 21, 2023 1:30 p.m.**

President Flynn called the meeting to order at 1:35. **Present:** Jeremy Flynn, Mary Anne Kerley, Margaret Scranton, Sharon Teefey, Richard Young, Director. **Absent:** Alex Geisler, Heidi Scott, Linda Wade.

Motion by Teefey, second by Flynn to **approve minutes** of: **May 17, 2023** Library Board of Trustees meeting and Decennial Committee of Local Government Efficiency Act, and **May 22, 2023** minutes of Special Library Board of Trustees meeting. Motion carried.

Motion by Kerley, second by Teefey to approve the **June 2023 bills**. Motion carried.

May 2023 Financial Statement (Budget Analysis & Management Report) - Young
Programs/Marketing Report: June 2023 - prepared by Sarah Worstell. BUSY times!

Director's Report: June 2023 - Young

Monthly Statistics Review: May 2023

Committee Reports:

Finance Committee: none

Personnel Committee: none

Building/Grounds: none

Old Business:

- New library facility updates and action plan reviewed. Will meet with Dewberry tomorrow. They are half way thru the redesign.
- FYI: Myers & Myers have not yet completed the FY22 Audit and Annual Financial Report.
- FYI: Dewberry contract agreement was signed May 24, 2023, with Board approval on May 22, 2023.

New Business:

- Flynn reviewed locations of local banking accounts, tabled discussion.
- Motion by Scranton, second by Kerley to transfer **\$10,000 from General Fund to Special Reserve Fund**. Motion carried.
- FYI: Yingling & Nuessen is conducting the annual Workers Compensation Audit for the Library District.
- Motion by Teefey, second by Kerley to pass Ordinance 24-01, setting the third Wednesday of each month (excluding Dec.) at 1:30 p.m. as the regular monthly meeting. Trustee Board Meeting date for July 1, 2023 - June 30, 2024. Motion carried.
- FYI: repaired the air conditioner for Heritage Room, adding freon to it; work done by Scranton Refrigeration, **at a cost of \$500**.
- Motion by Scranton, second by Teefey adopting the Non-Resident Library Card Fee for FY24 in the amount of \$72.63. Motion carried.
- Motion by Flynn, second by Scranton approving the FY2024 ILLINET/OCLC Program Renewal Agreement, in the amount of \$673.68. Motion carried.
- Motion by Teefey, second by Flynn adopting the policy for the Annual Required Online Training Requirements for the Library Staff and Board Trustees. Motion carried.
- Director Young was appointed OMA Officer and FOIA Officer for FY24.
- FYI: The Annual Budget & Appropriation public hearing will be July 19, 2023, at 1:30 at the Library.
- FYI: FY24 Federal E-Rate funds awarded us \$696.06 for our Internet Service, and \$977.50 for equipment. We installed 2 Uninterruptible Power Supplies; only paying 15% of equipment expense.
- Discussed the sale of the 101 W. North St. property this fall. (\$35,000 min.) Tabled.
- Motion by Scranton, second by Kerley to purchase an iMac desktop computer for Program/Marketing at a cost of \$1,914. Motion carried.
- Motion by Flynn, second by Teefey, to accept the bid from Computerized Estimating Services of \$6300. Motion passed.

Other: none

Next regular meeting date: July 19, 2023 at 1:30 p.m.

Meeting adjourned at 2:30.

Respectfully submitted,

Margaret W. Scranton, Secretary

