# BROWN COUNTY PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING April 21, 2025 3:30 p.m.

The meeting was called to order by President Flynn at 3:30. **Present:** Jeremy Flynn, Alex Geisler, Mary Anne Kerley, Heidi Scott, Margaret Scranton, Sharon Teefey, Linda Wade, Richard Young, Director. **Absent:** none

There was no public comment.

Motion by Teefey, second by Kerley to **approve minutes for the March 7, 2025** Board of Trustees meeting; **March 28, 2025 meeting** of the Grand Opening committee; **April 4, 2025 meeting** of the Grand Opening committee; and **April 9, 2025** special Board of Trustees meeting. Motion carried.

Motion by Wade, second by Teefey to **approve new facility construction bills:** from Demeo for $512.53; and from Mid-American Books for $1,173.60.

Flynn-yes; Geisler-yes; Kerley-yes; Scott-yes; Scranton-yes; Teefey-yes; Wade-yes. Motion carried. Motion by Geisler, second by Scott to **approve the April 2025 regular monthly bills.** Motion carried.

**FINANCIAL STATEMENTS:** (Budget Analysis/Management Report) March 2025

**MARKETING/EVENTS REPORT:** March 2025 (prepared by Sarah Worstell)

**DIRECTOR REPORT:** March 2025- Monthly Statistics reflect increasing participation numbers.

# COMMITTEE REPORTS:

Finance: none Personnel: none Building/Grounds: none

# OLD BUSINESS:

* FYI: **Myers and Myers completed FY24 audit** with no findings; report is available for review.
* FYI: **Closing** for 143 W. Main property was completed on April 16, 2025, with funds of $134,209.50 deposited in the Donor Restricted Building Fund.
* FYI: **Bicycle rack** purchase approved on March 17, 2025 is scheduled to ship on April 21, 2025.

# NEW BUSINESS:

* FYI: **Statement of Economic Interest** from each Trustee, due April 30, 2025 have all be filed.
* Reviewed written **bids for 2025 mowing season,** accepting the bid from Kunkel Mowing Service for $2,000, on motion by Geisler, second by Scott. Motion carried.
* Further discussion and **Review of Phase 2 Landscaping project,** led to tabling action.
* FYI: Starting the design and securing of a **Monument Sign** for the NW corner of the library property, with a bid to be developed.
* Motion by Teefey, second by Scranton to hire Myers and Myers **to complete FY25 audit and file AFR** with State of Illinois. Motion carried.

Motion by Scott, second by Teefey to **renew the HR Source for FY26,** in the amount of $220.00. Motion carried.

* Motion by Scott, second by Kerley to **purchase a Lenovo Thinkbook 16" Windows Notebook** for $2,077.57 from Adams for Director Young, with funds paid from Special Fund. Motion carried
* Motion by Wade, second by Teefey to reinvest the CD at Brown County State Bank in the amount of $103,753.42, at 4.1% for 6 months. Motion carried, with Flynn abstaining.
* **Repair of drive-up overhang:** Young will contact Charlie Franklin, to repair the damaged overhang.

# OTHER:

Motion by Teefey, second by Scott to **add an "Employee Parking Only" sign** on the 3 employee spots behind the library.

**Next regular meeting** for the Board of Trustees - May 19, 2025, at 3:30 p.m. Meeting adjourned at 4:35.

Respectfully submitted,

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Margaret W. Scranton, Secretary