Freeburg Area Library District Board of Trustees

April 28, 2020

**Regular Board Meeting**called to order at 7 p.m. by President Tracey Drennen-Alexander.

**Note: Because of the “Covid-19 Shelter in Place” restriction tonight’s meeting is being conducted virtually via Zoom.**

**Roll Call**; Dora Becker- \_P\_, Mary Blaies \_\_P\_ Tracey Drennen-Alexander- \_P\_, Ron Stellhorn- \_P\_, Norma Wadhams \_\_P\_\_, Shannon Webster \_\_P\_\_, Holly Zipfel \_P\_. \_\_7\_\_Present.\_\_0\_Absent,. Director Kristin Green present.

**Recognition of Visitors and Comments from the Public:** No visitors

**Minutes from March 31, 2020 Regular Board Meeting were reviewed.**

**Motion made**by Dora Becker to accept the March 31, 2020 minutes as amended. Seconded by Shannon Webster . Vote; \_7\_ Ayes, \_\_0\_\_Nays. Motion carried.

**Treasurer’s Report:**The report was reviewed with no additions or corrections. Placed on file for audit.

**Monthly Bills: Motion made**by Dora Becker to approve the payment of all bills totaling, $1957.07. Seconded by Shannon Webster. Roll Call: Dora Becker- \_A\_, Mary Blaies \_A\_\_, Tracey Drennen-Alexander- \_A\_, Ron Stellhorn- \_A\_, Norma Wadhams \_\_A\_\_, Shannon Webster \_\_A\_\_, Holly Zipfel \_A\_. \_\_7\_Ayes, \_\_0\_\_ Nays. Motion carried.

**Director’s and Youth Services Reports:**See attached report by Director Kristin Green.

**Youth Services Report:**See attached report submitted by Youth Director, Michelle Likert.

**Correspondence**No correspondence received this month

**Unfinished Business:** None

**New Business:**

**1. Asphalt for Parking Lot Quotes:**

**Discussion:**Kristin sent out 3 requests for bids and 2 bids were returned.

**1. Moore Asphalt Inc. @ $5370.00**

**2. Sonnenberg Asphalt Co Inc @ $4335.00**

**Motion made**by Mary Blaies to accept Sonnenberg Asphalt Co Inc‘s bid @ $4335.00 to be paid out of the Building & Maintenance Fund. Seconded by Norma Wadhams Roll Call: Dora Becker- \_A\_, Mary Blaies \_A\_\_, Tracey Drennen-Alexander- \_A\_, Ron Stellhorn- \_A\_, Norma Wadhams \_\_A\_\_, Shannon Webster \_\_A\_\_, Holly Zipfel \_A\_. \_\_7\_Ayes, \_\_0\_\_ Nays. Motion carried.

**2. Insurance Quotes:**

**Discussion:**This was for the board’s information and comparison only**.**State Farm has

been the carrier of record since the Library’s existence but in all fairness the board thought the other carriers in town should be contacted and see what their cost would be for the same coverage as State Farm.

1. Country Company @ $ 5746.53

2. Nold-Hamann @ $ 6917.01

3. Niebruegge Insurance @ $ 7511.00

Since this was FYI only and all bids were lower than what State Farm charged no action needed to be pursued.

**3. Mortgage Options:**

**Discussion:**Dora brought to the Board’s attention last month that with interest rate so low at this time why not refinance the library’s mortgage rate. David Mitchell at Citizen’s bank was contacted and the following information was obtained.

Mr. Mitchell stated we did not need to refinance but only to lower the interest rate from 3.971% to 2.971% since we were not changing monthly payment amount.

**Motion made**by Dora Becker to lower the rate to 2.971 % with Citizens Bank and keep the same payments. Seconded by Mary Blaies. Roll Call: Dora Becker- \_A\_, Mary Blaies \_A\_\_, Tracey Drennen-Alexander- \_A\_, Ron Stellhorn- \_A\_, Norma Wadhams \_\_A\_\_, Shannon Webster \_\_A\_\_, Holly Zipfel \_A\_. \_7\_Ayes, \_\_0\_\_ Nays. Motion carried.

**4. Hotspots:**

**Discussion:**Per Kristin: Contract expires June 2020. Hotshots are in poor shape and not worth extending the contract. Hotshots can be purchased for $15.00 each online. The library could purchase hotspots for $15.00 plus $120.00/year for service. However, hotspots are currently out of stock.

**Motion made**by Shannon Webster to approve Kristin’s purchasing 20 Hotspots when they become available and paid for out of The Bea Fries Estate Fund. Seconded by Dora Becker. Roll Call: Dora Becker- \_A\_, Mary Blaies \_A\_\_, Tracey Drennen-Alexander- \_A\_, Ron Stellhorn- \_A\_, Norma Wadhams \_\_A\_\_, Shannon Webster \_\_A\_\_, Holly Zipfel \_A\_. \_\_7\_Ayes, \_\_0\_\_ Nays. Motion carried.

**5. Financial Management Software Options:**

**Discussion:**Kristin stated that there are 3 options.

1. Quick Books Online

2. Sage 50 Cloud

3. LOCiS Government

Kristin said that the problem is conversion and export of our files. Lazerware could install program but we would need an accountant to set up account. Nathan Patterson lives in our library district, is an accountant and might be able to set up the account for us. Kristin did not have Lazerware or Nathan Patterson’s purposed charges at this time. More information needed. Tabled until May‘s meeting. Will be placed on May’s agenda.

**6. Summer Reading Program 2020:**

**Discussion:**The board was in agreement that since “no opening date” could be determined in the near future there would be no reason to spend any unnecessary money. Virtual programs are costing as much as on site programs. Maybe library could do virtual challenges with incentive prizes? More brain storming and fact finding needed. Consensus of board was to table any decision until May’s meeting. Will be placed on May’s Agenda.

**7. Reopening Plan:**

**Discussion:**Kristin provided a copy of a proposed step plan for opening the library. Kristin went over the proposal step by step and except for a few small changes the proposal appeared to cover all bases and deemed acceptable. Also plastic divider shields or plastic sheeting were discussed as a means of protecting the employees working at the front desk. Tabled until May’s meeting while changes to proposal made and rewritten. Also prices for plastic protection at front desk would be researched. Reopening Plan will be placed on May’s Agenda for final adoption.

**Board Questions or Concerns:**None

Ron Stellhorn moved to adjourn the meeting at 8:32 p.m. Seconded by Dora Becker. Vote: \_\_7\_Ayes, \_\_0\_\_ Nays. Motion carried.

**The next board meeting will be at 7:00 p.m. on Tuesday,**

**May 26, 2020 via Zoom**