

**BEECHER COMMUNITY LIBRARY**  
**Monthly Board Meeting**  
**Tuesday, November 19, 2019 7:00 PM - Library**

Rick Volek, our General Contractor joined the board at 7:00 to give an update on the progress of the Meeting Room. As soon as the walls are up, they will tape for 3-4 days apply primer, then paint. Before the ceiling goes up, the vents and electrical need to be finished. Shirley showed Rick the flooring sample and he agreed it was top of the line. He will install the flooring and coordinate with Kathy at Beecher Flooring. Rick said he does as much business as possible in town. Lance asked about a humidifier & Rick said he's installing a condensate pump. The job is running about 3 weeks behind due to Steel Industry issues. As he said, "Timing is everything". Following Q&A, Rick left at 7:15.

Meeting began with the Pledge of Allegiance, followed by roll call.

**TRUSTEE ROLL CALL: Biery, present; Bunte, present; Czarnecki, present; Saller, present; Skold, present; Stamper, present; Wehling, present.**

Jill Grosso & Vicki Squier were also present.

**SECRETARY'S REPORT**

October 15, 2019 minutes & Nov. 6, Special Meeting minutes were reviewed. Following review & correction Biery moved to accept minutes as presented, seconded by Bunte.

**Biery, yes; Bunte, yes; Czarnecki, yes; Saller, yes; Skold, yes; Stamper, yes; Wehling, yes. Motion passed.**

**TREASURER'S REPORT**

Jennifer gave a summary of the Treasurer's report. Following review, Saller moved to approve the report as presented, seconded by Czarnecki.

**Biery, yes; Bunte, yes; Czarnecki, yes; Saller, yes; Skold, yes; Stamper, yes; Wehling, yes. Motion passed.**

Financial re-cap reviewed and found to be sound.

Outstanding bills were reviewed. Vicki noted additions making new total, \$19,095.06. Skold moved to approve outstanding bills with additions, seconded by Wehling

**Biery, yes; Bunte, yes; Czarnecki, yes; Saller, yes; Skold, yes; Stamper, yes; Wehling, yes. Motion passed.**

The Budget Comparison was reviewed & found to be satisfactory.

**DIRECTOR'S REPORT:**

- Stats: Media On Demand was up a bit, others down.

- Program update: **Never-Ending Cube**, 13 attended, **The Travelogue of Italy & Paris** by Mike Powers, 26 attended. Pizzelles & Coffee were served. Both were enjoyed by all/

- Jill gave a summary of the new AT&T contract rates. Total monthly cost, \$163 mo.

Stamper moved to accept the proposed AT&T contract, seconded by Czarnecki.

**Biery, yes; Bunte, yes; Czarnecki, yes; Saller, yes; Skold, yes;**

**Stamper, yes; Wehling, yes. Motion passed.**

- Jill asked that Kathy purchase a new plastic shovel, Kathy agreed to buy it tomorrow. Jill also needs to purchase a new hard drive for public computer #2.
  - Kevin Walsh, of **Children's Plus** brought Jill a check for the Children's furniture. The \$4,398.56 check will be deposited into the Building Fund account. Jill will order the furniture to be delivered after Christmas.
  - The upcoming 'Call Number' project was discussed. It was finally agreed that Marilyn will be asked to do the task as she has handled books since the beginning. Biery moved to ask Marilyn Rossler to take on the job of changing call numbers on the Junior Books for a total of approximately \$834.96, seconded by Skold.
- Biery, yes; Bunte, yes; Czarnecki, yes; Saller, yes; Skold, yes; Stamper, yes; Wehling, yes. Motion passed.**
- Jill would like the staff to take the CPR class offered by the Fire Dept. If 2 staff members can be certified on a rotation basis every 2 years, we will always be covered as the certification lasts 2 years. The 2 hours of computer time will also go toward their continuing education.

#### **CORRESPONDENCE:**

- A letter to Mr. Jake Andringa, Controller, **Arthur Van Baren Family Limited Partnership**. The letter included our payment of \$671.93 which represents the rebate for their 2018 Tax year bill, as per our reimbursement agreement, Ordinance #42.
- A letter to Mr. Donald Rietveld, **Oak Ridge Landscape** including a signed contract for snow removal at the Beecher Community Library.

#### **COMMITTEE REPORTS:**

**Building/Grounds:** Joe & Lance report all is good. Meeting Room discussion will be later on in the meeting.

**Landscaping:** Michelle cut down the Hostas & Lillies.

**Housekeeping:** Kathy reports everything is running smooth with great helpers.

**Schools:** Jennifer reports 'all is well' with the schools..

**Social:** Beverly reports served pizzelles & coffee were served at Mike Powers' Travelogue on Nov. 13. Program was well-attended and enjoyed by all..

**General:** Shirley got a late-night call from DMC due to a front door alarm. The police came too & advised that in the future we notify the police to meet us there before entering the building.

Mike Stanula is retiring at the end of the year. We're going to ask him for a bill before he retires. Shirley explained that Mike has been involved as an Architect & Consultant for this library since the very beginning. He will be missed.

#### **OLD BUSINESS:**

Biery moved to approve a check for \$16,808.00 to **Volek Bros. Construction** for the asphalt they laid behind the new addition, seconded by Czarnecki.

**Biery, yes; Bunte, yes; Czarnecki, yes; Saller, yes; Skold, yes; Stamper, yes; Wehling, yes. Motion passed.**

Biery moved to formally approve the payment of \$49,149.00 to **Volek Bros. Construction**, seconded by Skold. **Biery**, yes; **Bunte**, yes; **Czarnecki**, yes; **Saller**, yes; **Skold**, yes; **Stamper**, yes; **Wehling**, yes. **Motion passed.**

#### **NEW BUSINESS:**

Jill and Shirley gave the board a bit of background about our new Children's Storytime Coordinator, Rachel Schluntz. She's a new mom with a 4 mo. old baby boy & she lives in Crete. Rachel has been working side by side with Karen for 2 weeks and will begin next week on her own. Her salary will be \$10 hr. & she will be on a 6 mo. probation as is customary. Following discussion, Saller moved to approve Rachel Schluntz as our new Children's Storytime Coordinator, for \$10 hr. for a 6 mo. probationary period, seconded by Stamper.

**Biery**, yes; **Bunte**, yes; **Czarnecki**, yes; **Saller**, yes; **Skold**, yes; **Stamper**, yes; **Wehling**, yes. **Motion passed.**

Jill explained that the Per-Capita grant application is due on January 15, 2020. There is a stipulation requiring a board member view a 2 hour 'you tube' tutorial. Michelle agreed to fulfill the board's required 'you tube' viewing segments.

The Building Fund Account was reviewed. Everyone followed along discussing various aspects of the project. Shirley announced that the Foundation agreed to pay for the large table in the Meeting room, \$2,996.00.

The sample of the floor laminate the sub committee chose was shown to the board and Shirley explained that we need to order it very soon and pay Kathy at Beecher Flooring. All agreed. \$7255.67 for the Laminate flooring, & Installation.

\* Joe asked to be excused & left at 8 p.m.

- Next, Shirley displayed photos, chair & table samples, and chair cushions. Red Oak is the wood choice. Several types & colors of upholstery were considered. Twelve chairs will have red ultra leather upholstery & the 6 tutor room chairs will have light blue non-slip chair cushions. Following discussion, pros & cons everyone finally agreed.

The invoice for **Panozzo's Amish & Custom Furniture** was reviewed. They are not charging us taxes or delivery costs. Romeo Panozzo requested that half of the \$15,825.92 be paid up front, so Kathy agreed to bring a check for \$7,912.00 to him tomorrow & return his samples.

#### **ANNOUNCEMENTS**

**- Regular Board Meeting, December 17, 2019, 7 p.m.**

Saller moved to adjourn regular meeting at 8:30 p.m., seconded by Biery.

**Biery**, yes; **Bunte**, yes; **Czarnecki**, yes; **Saller**, yes; **Skold**,; **Stamper**, yes; **Wehling**, yes. **Motion passed.**

**Kathryn A. Czarnecki**

**Secretary**