

Phillips Public Library Board of Trustees  
Regular Meeting Minutes  
February 23, 2023

**Trustees present (all via zoom):**

Brittany Weisrock, Jenny Markle, Laura Tomaszewski, Galen Azbell, Marc Peterson, Meredith Hueckman, Bruce Marshall (Beth Tenut--not yet officially seated)

**Trustees absent:**

Becky Steinbach

**Staff present:**

Rebecca Puhl

**Call to order/establishment of a quorum**

Meeting opened by Brittany at 5:13 p.m.

**Public Comments**

No individuals signed up to speak.

**Comments on questions from the public submitted at the regular January meeting**

One question from Lynn Boers; answered during the January meeting.

**Communication and Correspondence**

none

**Approval of 1/31/2023 minutes**

Motion made by Bruce

Seconded by Marc

To approve the January 31, 2023, minutes as presented

Motion passed.

**Reports:**

**1. Treasurer's Report**

Bruce offered an explanation of his accounts provided via email. One column did not add correctly, but the totals are correct. The Credits line should read \$12,078.55. Of the funds listed, the Copier fund and Replacement fund must be used as designated. Gifts and memorials are intended to be used for special or specific items. The Summer Library Fund also has a specific use. Other funds can be reallocated as the board desires.

Motion made by Galen

Seconded by Meredith

To approve the annual report as presented

Motion passed.

**2. Director's Report**

Becky provided comments on her written report. The book clubs are doing very well. The painting classes are filled; two are rescheduled for next week due to the snow. Jake and Becky picked up the ceiling tiles from the AP English room at the high school; they are on display in the YA area. An adult reading program is in progress. Becky and Jake are looking into a program similar to the Book-It! Program for kids. Other ideas are in the works. No action needed.

**3. Staff Meeting Minutes**

No meeting this month

**4. Circulation report**

Circ reports look good. Trustees like the new format and find the graphs helpful.

**Unfinished Business:**

**1. Discussion/Action on COVID-19/Mask Requirements**

No action needed

**2. Discussion/Action on Library Building Project**

Becky is looking into new magazine racks. No action needed.

**New Business:**

**1. Discussion/Action on Empty Board Seats**

The County Chair has approval to appoint two additional board members. When new members are appointed and approved, we will welcome them to the board.

**2. Discussion/Action on Phillips Public Library Board Bylaws**

Meredith asked to table the discussion until the next meeting. Becky mentioned that the committee portion needs some attention. Brittany agreed and tabled the discussion and action. Galen would like to look into adding wording to address the process of tabling an agenda item.

**3. Approve February 2023 Bills**

Motion made by Jenny

Seconded by Galen

To approve February 2023 bills "above the line" in the amount of \$2117.87 and "Below the line" in the amount of \$0.00.

Motion passed.

**4. Approval/Signing Annual Report**

Motion made by Bruce

Seconded by Meredith

To ask Brittany to sign the 2022 Annual Report

Motion passed.

**5. Director Evaluation**

The board will receive forms soon, and Becky S. (as VP) will guide the process.

**6. Reading of questions from the public for comment at the February meeting**

- Question: none submitted

**7. Other new business to add to the agenda for the next meeting**

None (other than bylaws related issues).

**8. Set date and time for next meeting**

The next meeting will be held *Thursday, March 30, 2023*, at 5:05 p.m., in the library community room. A zoom link will be provided.

**Adjournment:**

Motion to adjourn made by Galen

Seconded by Laura

Motion passed.

Brittany adjourned the meeting at 5:48 p.m.

Respectfully submitted,  
Jennifer Markle