

**Brimfield Public Library District Board of Trustee Meeting Notice and Agenda
Monday, April 21, 2025 at 6:30 p.m. at the Library**

Call to Order - Holly More called the meeting of the Brimfield Public Library Board of Trustees to order at 6:31 p.m.

Attendance - Holly More took roll call with the following members present: George Stenger, Pam Fabish, Laura Sollenberger (board candidate), Natalie Zeman, Trip Barton, and Director Katie Hahn. Natalie Zeman made a motion to approve Angie Sneeringer's remote attendance. Pam Fabish seconded; motion carried. Angie Sneeringer attended via Teams.

Public Comment - none

Special

Board Vacancy Appointment - George Stenger made a motion to approve Laura Sollenberger as a Library Board Trustee. Pam Fabish seconded; motion carried.

New Trustee - Laura Sollenberger took the new Trustee oath of office. The Board welcomed Laura Sollenberger to the board.

Reports

Secretary

March Regular Meeting Minutes - Trip Barton made a motion to approve the March Regular Meeting minutes. Natalie Zeman seconded; motion carried.

Treasurer

March Financial Report - Trip Barton made a motion to approve the March Financial Report. George Stenger seconded; motion carried.

April Bills - Pam Fabish made a motion to approve the April bills. Laura Sollenberger seconded; motion carried.

Director

Monthly Report - Director Katie Hahn presented the Director's Report and the board reviewed.

Unfinished Business - none

New Business

Banking: Bill Pay - The previous Bill Pay will be discontinued in June of this year. The library will move to Deluxe Bill Pay. Natalie Zeman made a motion to approve the move to Deluxe Bill Pay. George Stenger seconded; motion carried.

Banking: Fund Account - The Board approved the creation of 4 new Small Business Options PMMA accounts, to facilitate the management of the Library's Audit, IMRF, Social Security/Medicare, and Tort/Liability funds according to fund accounting principles as required by Illinois law. The Board further approved the transfer of fund balances for each of the 4 named funds from the Library's existing PMMA account ending in 7870 to their respective accounts. After the creation of the new accounts, the Library will maintain a checking account and 6 PMMA accounts for the following funds: Audit, IMRF, Social Security/Medicare, Tort/Liability, Working Cash, and Corporate/Special Reserve." Natalie Zeman made a motion to approve the Banking: Fund Account Proposal. George Stenger seconded; motion carried. The current fund balance will transfer to the new accounts in May 2025.

Meeting Dates Ordinance - George Stenger made a motion to approve the Meeting Dates Ordinance. Trip Barton seconded; motion carried.

Public Communication Policy - George Stenger made a motion to approve the updated Public Communication Policy. Trip Barton seconded; motion carried.

Meeting Space (Formerly Activity Room) Policy - Trip Barton made a motion to approve the Meeting Space Policy with the addition of no vaping. Pam Fabish seconded; motion carried.

Community Solar Enrollment - The board discussed solar enrollment options. We will review again in a future meeting.

Adjournment - George Stenger made a motion to adjourn the meeting. Laura Sollenberger seconded; motion carried.

Next Regular Meeting Monday, May 19, 2025 at 6:30 p.m.

Respectfully submitted,
George Stenger
Secretary