

Genoa Public Library District

Board of Trustee Meeting Minutes

September 15, 2025

- I. CALL TO ORDER – Meeting was called to order at 7:05 pm by Board Vice-President Donna Bradshaw. Trustees present: Steven Veeneman, Mary Keys, and Jennifer Lechelt. Trustees absent: Jim Hansen. Also present: Library Director Jen Barton. *Due to Board President Jim Hansen's absence, Vice-President Donna Bradshaw acted as Board President Pro-Tem.*
- II. APPROVAL OF AGENDA – Mary moved to approve the agenda as presented. Second by Steven. Vote: Yes/4, No/0
- III. PUBLIC COMMENT – None
- IV. PRESENTATIONS – None
- V. APPROVAL OF MINUTES – Steven moved to approve the minutes from August 18, 2025. Second by Mary. Vote: Yes/4, No/0
- VI. CORRESPONDENCE
 - i. Library Director Jen Barton read a letter from the DCEDC that Custom Aluminum Products had met the requirement of the Memorandum of Understanding for 2022 and are eligible for a tax abatement for the third year.
- VII. TREASURER'S REPORT – Steven moved that we place \$26,384.33 on the record for audit for the month of August. Second by Mary. A roll call vote was taken: Steven-yes, Jennifer-yes, Mary-yes, Donna-yes.

Library Director Jen Barton shared information about a situation where unauthorized transfers were made from two of our library bank accounts at Heartland Bank and Trust through Secretary Jennifer Lechelt's personal online banking dashboard. Jennifer was unaware that the library bank accounts were co-mingled with her accounts in her personal Heartland Bank and Trust online banking dashboard when she asked her son to transfer funds between her accounts while she was out of state.

Once Jennifer discovered the error, she reported the situation to Library Director Jen Barton who then contacted Steven and Heartland Bank and Trust immediately. Access to the library bank accounts were removed from Jennifer's personal online banking dashboard. Treasurer Steven Veeneman and Library Director Jen Barton should have been the only ones with permissions to access the library accounts when the library online banking dashboard was created with Heartland Bank and Trust; however, it appears that Jennifer was granted access unknowingly through her personal online banking dashboard because she is a second signer on library bank accounts.

Jennifer will repay the balances transferred from the library accounts within the next couple of months and the board will be updated on the repayment process at future meetings. Once the monies have been repaid, Treasurer Steven Veeneman and Library Director Jen Barton will follow up with Heartland Bank and Trust staff to ensure that this situation does not happen again in the future when trustees volunteer to be signers on library bank accounts.

- VIII. OLD BUSINESS
 - i. Items on the Project List were reviewed, and the list will be updated to reflect progress and completion of current items.
- IX. NEW BUSINESS
 - i. Mary moved to approve Tax Levy Ordinance 25-03. Second by Steven. A roll call vote was taken: Steven-yes, Jennifer-yes, Mary-yes, Donna-yes.
 - ii. Mary moved to approve Board Meeting Ordinance 25-04. Second by Steven. Vote: Yes/4, No/0
 - iii. Mary moved to approve Holiday Ordinance Addendum to 25-04. Second by Steven. Vote: Yes/4, No/0

- X. STANDING COMMITTEES
 - a. Finance – None
 - b. Technology – None
 - c. Facilities – None
 - d. Policy - None
- XI. DIRECTOR’S REPORT AND MONTHLY STATISTICS – Presented
- XII. FUTURE AGENDA ITEMS – None
- XIII. ADDITIONAL DISCUSSION – None
- XIV. CLOSED SESSION – None
- XV. ADJOURNMENT – The meeting was adjourned in due form at 8:43 pm.

Next Meeting: October 20, 2025