

Mount Horeb Public Library Board
DRAFT Closed Session Minutes
Wednesday, August 1, 2012
7:00 am
105 Perimeter Road, Library Meeting Room

Present: Wayne Anderson, Jessica Gunby, John Kuse, Karla Ott, George Sievers, and Teri Vierima

Absent: Dave Boyden, Ben Lizdas

Anderson called the meeting to order at 7:05 am.

Guest and Public Comments

No guests were present.

Adjournment to Closed Session

After a motion by Kuse, second by Ott, and unanimous vote, the Board adjourned to executive closed session as allowed by WI State Statute 19.85(1)(c) to discuss personnel changes and hiring process for a new Library Director.

The Board reviewed the process that had been used to hire Brendan Faherty in 2011. It was decided to give Jessica Williams, the second place candidate in that process, the chance to interview again for the position. Board members were asked to submit any suggested questions in addition to those asked last time to Kuse by Wednesday, August 8.

Reconvene to Open Session

On a motion by Kuse, seconded by Vierima, the Board reconvened to open session at 7:41, and on a motion by Kuse, seconded by Ott, the Board adjourned at 7:45.

Respectfully submitted,
Teri Vierima, Secretary

Mount Horeb Public Library Board
DRAFT Closed Session Minutes
Wednesday, August 8, 2012
7:00 am
105 Perimeter Road, Library Meeting Room

Present: Wayne Anderson, Dave Boyden, Jessica Gunby, John Kuse, Ben Lizdas, Karla Ott, George Sievers, and Teri Vierima

Absent: none

Anderson called the meeting to order at 7:05 am.

Guest and Public Comments

No guests were present.

Adjournment to Closed Session

After a motion by Boyden, second by Ott, and unanimous vote, the Board adjourned to executive closed session as allowed by WI State Statute 19.85(1)(c) to interview a candidate for the position of Library Director. The Board then interviewed Jessica Williams.

Reconvene to Open Session

On a motion by Vierima, seconded by Ott, the Board reconvened to open session at 8:04. Gunby made the motion to offer the position to Williams at the same salary and benefit levels given to the previous director when he was hired. Boyden seconded and the Board unanimously approved the motion.

Williams was then recalled to the meeting, was given a verbal offer, and accepted the position.

On a motion by Kuse, seconded by Ott, the Board adjourned at 8:07.

Respectfully submitted,
Teri Vierima, Secretary

Mount Horeb Public Library Board
DRAFT Meeting Minutes
Wednesday, August 22, 2012
7:00 am
105 Perimeter Road, Library Meeting Room

Present: Wayne Anderson, Dave Boyden, Jessica Gunby, John Kuse, Ben Lizdas, Karla Ott, George Sievers, and Teri Vierima, as well as Library Director Jessica Williams

Absent: none

Anderson called the meeting to order at 7:04 am.

Guest and Public Comments

No guests were present.

Approval of the Minutes

Boyden moved, Ott seconded, and the Board approved acceptance of the July 25, 2012, minutes.

Treasurers' Reports

Approval of library bills is underway, Boyden reported. He also confirmed that Library Board members have liability coverage through the Village.

Director's Report

- Williams reported that she had met with the Village Administrator regarding the 2013 budget proposal. He had suggested that reduced costs could remain as some wage increases for staff. No information was available on the wages to be set for the Village staff previously covered by union contract.
- The painting of the children's area is complete and the carpeting will be installed and the books returned in time for fall story time on Sept. 4. Williams said that she is looking into recarpeting the rest of the building.
- Williams and Anderson reported that they are meeting weekly for mentoring.

Transition Planning for New Circulation Supervisor

Williams has updated the position description and plans to post it after this Board meeting, with resumes due by Sept. 12, and after interviews, a job offer anticipated for the first week of October. The salary range will start at a level slightly lower than the existing salary, with the final salary being based on qualifications and experience, and an increase at 6 months.

Policy Discussion regarding Library Staff/Board Communications

It was agreed that Board members should not be the first contact for a library staff member or a public member with a complaint about library operations. Kuse said that the library needs a formal process for handling complaints, in which personnel issues go first through the direct supervisor and the Library Director before coming before the Board. A

grievance procedure similar to those used by the Village and School District would be appropriate, Anderson suggested. The Library Personnel Committee agreed to review the current policies and make recommended changes if needed. Anderson volunteered to become a member of the Personnel Committee, which now consists of Kuse and Gunby.

Adjournment to Closed Session

After a motion by Kuse, second by Ott, and unanimous vote, the Board adjourned to executive closed session as allowed by WI State Statute 19.85(1)(c) to discuss the health-care provision of the Library Director's contract.

Reconvene to Open Session

On a motion by Kuse, seconded by Vierima, the Board reconvened to open session, and on a motion by Gunby, seconded by Ott, the Board unanimously agreed to change the employee contribution to health care costs from 10% to 12% in the Library Director's contract. Anderson agreed to create a contract amendment.

Future Agenda Items

Suggested topics for future agenda items included the ILS contract for technical services, the addition of Anderson to the Personnel Committee, and a discussion of the open meeting law.

After a motion by Vierima and second by Ott, the meeting was adjourned at 7:51 am.

Respectfully submitted,
Teri Vierima, Secretary