

Library Board Meeting Minutes
Thursday December 19, 2019
7:00 am

****Library Reading Room**

(Please note change in usual location due to library carpeting projects)

Meeting called to order at 7:04 a.m.

Present: Boyden, Bullette, Craft, Leary, Ott, Salerno and Director Williams

Absent: Jackson

Guest and Public Comments: None

Motion to approve November 21, 2019 minutes was made

Motion was seconded

Result of Vote-all in favor

Treasurer's Report:

Approval of library bills: bills up to date, Zweifel Electric paid for wiring upgrades, added another printer, new drinking fountain installed

Endowment Fund update Current balance is \$197,334 \$31,000 of gain this year to date up 19%

Director's Report what is now Emily's office will now be a computer lab after new carpeting installed, users can be observed through the glass on 2 sides. Emily will use a study room or the meeting room if a private area is required, otherwise she will be stationed in the work area with the other staff

Review & Discuss

- **Request to help patrons register to vote**-allow use of meeting room with laptop to protect privacy of those registering to vote, Williams will check with Village Clerk re: registration issues
- **Dane County Library Service Contract (signatures required)** Salerno and Ott signed as President and Secretary, respectively
- **Library board letter of appreciation to Marla Rybowskiak (See Attached)** all present signed

Policies

- **Review Records Retention policy (attached, will vote on at next meeting)**

Motion that transfers between line items do not require Board approval as long as total expenditures fall within overall budget

Motion was seconded

Result of Vote-all in favor

Motion to approve updates to Employee Guidelines including updated organizational chart modified with date of adoption in lower right-hand corner

Motion was seconded

Result of Vote-all in favor

Motion to Adjourn to executive closed session as allowed by WI State Statute 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public

employee over which the governmental body has jurisdiction or exercises responsibility. (Re: Market Study, Organizational Structure)

Motion was Seconded

Roll Call:

Boyden yes

Bullette yes

Craft yes

Leary yes

Ott yes

Salerno yes

Motion to adjourn from Executive closed session

Motion was Seconded

Result of Vote-all in favor

Future Agenda Items

- Active Shooter Policy
- Records Retention Policy
- Organizational Chart
- Meeting Room Application/policy
- Photo and Video Permission Policy
- 2020 Board meetings

Next Board Meeting January 23, 2020

Motion to Adjourn made at 8:08 am

Motion was Seconded

Result of Vote-all in favor