

Virtual Library Board Meeting
Thursday December 17, 2020
7:00 am

Due to the COVID-19 pandemic, the Library Board will hold its meeting as a virtual meeting. The Library Board will **not** meet at the Library. Rather, members of the Library Board and staff will join the meeting by using Zoom via a computer, tablet, or smartphone, or by calling into the meeting using their phones, as described immediately below.

Members of the public can also join the meeting by using Zoom via a computer, tablet, or smartphone, or by calling into the meeting using their phones, as described immediately below.

Topic: **Virtual Library Board Meeting** Time: Dec 17, 2020 07:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/6957671486?pwd=aEp0dGRhWGpVQnp2RG11blpydHYyUT09>

Meeting ID: 695 767 1486 Passcode: 081540

One tap mobile +13126266799,,6957671486#,,,,,0#,,081540# US (Chicago)

+19292056099,,6957671486#,,,,,0#,,081540# US (New York)

Dial by your location +1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 695 767 1486 Passcode: 081540

Find your local number: <https://us02web.zoom.us/j/6957671486?pwd=aEp0dGRhWGpVQnp2RG11blpydHYyUT09>

Open: Meeting opened at 7:05

Present: Bullette, Craft, Kuse, Leary, Ott, and Director Williams (Bullette left the meeting at 7:59)

Absent: Boehnen and Salerno

Motion to approve minutes from November 19, 2020 was made

Motion was seconded

Result of Vote -all in favor

Treasurer's Report:

Approval of library bills -are up to date, painting, cleaning, staff laptop and Pitney Bowes contract not shown in current financials,

Endowment Fund update and continued discussion- 85% equity, 15% bonds and cash, very aggressive, suggest moving equity component to 70%, bonds and cash to 30% ; \$222,000 in fund, up \$8,000 from last month

Motion to adjust Endowment investment portfolio mix to 70% equities and 30% fixed income effective 1/1/2021 and authorize the Treasurer to discuss this with State Bank of Cross Plains was made

Motion was seconded

Result of Vote-All in favor

Director's Report

- Staffing update 1 clerk resigned, posting for 2 positions with lower hours for each , virtual interviews start next week, working on transition planning for new youth services librarian
- Endowment Fund update-received \$100 donation to Endowment Fund

Motion to change Library Board meeting dates for the following dates in 2021 was made:

- **Thursday, February 18 instead of Thursday, February 25 (to present Annual Report within DPI's timeframe)**
- **Thursday, November 18 instead of Thursday, November 25 (holiday)**
- **Thursday, December 16 instead of Thursday, December 23 (holiday)**

Motion was Seconded

Result of Vote-all in favor

Motion to approve library closure dates to match Village closure dates in perpetuity with 2021 closure dates shown as follows was made:

- **Friday, January 1st – New Year's Day**
- **Monday, January 18th – Martin Luther King Day**
- **Saturday, May 29th – Memorial Day Weekend**
- **Monday, May 31st – Memorial Day**
- **Saturday, July 3rd – Independence Day Weekend**
- **Monday, July 5th – In observance of Independence Day**
- **Saturday, September 4th – Labor Day Weekend**
- **Monday, September 6th – Labor Day**
- **Thursday, November 25th – Thanksgiving**
- **Friday, November 26th – Thanksgiving**
- **Saturday, November 27th – Thanksgiving weekend**
- **Friday, December 24th – Christmas Eve**
- **Saturday, December 25th – Christmas**

Motion was Seconded

Result of Vote-all in favor

Motion to Approve closing library at 6 pm on New Year's Eve in perpetuity unless it falls on a Friday or Saturday in which our hours close earlier was made

Motion was seconded

Result of Vote-all in favor

Review and Discuss

- Intermediate Center continuing request to use Library as emergency evacuation site for -issue is capacity limits during Covid, consensus is to continue to allow this practice with cautions that drills during Covid may require students gathering in the parking lot rather than in the building
- FOL presence on website for donations-don't want Library staff to answer questions relating to FOL, Library Director is liaison to FOL, FOL will provide a mock-up for approval prior to posting
- Inclusive Services Assessment: Governance and Administration: review of Williams' suggestions, MH remains 95% Caucasian, avg age is 36-37, next step is to invite Village Pres to a future meeting
- Signature for DCLS Agreement for Extension of Library Service-Steve can sign thru DocuSign

Future Agenda Items

Director's Evaluation (closed session)

Endowment Spend

Inclusive Services

Next Meeting January 28, 2021-

Motion to Adjourn made at 8:32

Motion was seconded

Result of Vote-all in favor