

Virtual Library Board Minutes
Thursday, October 28, 2021 at 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: **Oct 28, 2021 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

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The meeting was called to order at 7:00 am

Present: Bullette, Craft, Halverson, Leary, Maguire, Ott, Salerno and Director Williams

Guest and Public Comments: None

Motion to Approve Minutes from September 23, 2021 was made

Motion was seconded

Result of Vote-all in favor

Treasurer's Report:

- Approval of library bills-all bills, credit card and all check requests are approved and up to date
- Endowment Fund update \$236,218 at end of September, up over \$14,000 since beginning of year

Director's Report

- FOL updates 2 pop-up sales over weekends in November and December, Thrift Books option for selling excess books
- Staff in-service update was last Friday morning
- New tables and chairs have been delivered, WI surplus is disposing of old tables
- Library statistics -still at 50% of pre-pandemic numbers, we are 4th highest in checkouts as compared to other libraries in our system

Building Advisory Committee Update next meeting is Nov 4, will pursue design-build options, discussion of building construction inflation issues and fundraising lag

Review & Discuss

- Remaining capital budget expenses for 2021: staining around windows and upgrading outlets to USB ports (these projects cannot be completed prior to year-end)
Proposal: use capital budge expenses plus budget excess to pay for: HVAC filters, table replacement, reading room carpet replacement, barcode duplicators, new and larger sign at driveway, water filtration system on staff faucet, meeting room software for booking study rooms and meeting room online, programming/event software, fees for Village Engineer re: building addition

Discussion about sign-sign is 4-5 years old and is in good repair, will remove from list
Discussion about Village Engineer vs structural engineer or design-build. Engineer fees will be removed from list

- 2021 Budget update-operating budget will not be fully spent due to lacking 1 full time position for several months and 2 employees not electing family coverage benefits

Motion to approve expenses for remaining capital budget for 2021less the new driveway sign and Village Engineer proposal

Motion was seconded

Result of Vote-all in favor

- Annual update of position descriptions -consulted with Marla from the Employer Group on the proposed changes, consulted with staff members and leadership team on changes, also upgraded language to reflect DPI changes, where applicable and actual practice, all changes have been reviewed by those impacted

Motion to approve updates/changes to position descriptions as presented

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: Employee Matters and Wage Increases)

Motion was Seconded

Roll call vote:

Bullette- yes

Craft-yes

Halverson- yes

Leary- yes

Maguire- yes

Ott- yes

Salerno-yes

Motion to Reconvene to open session for any action regarding closed session was made

Motion was seconded

Result of Vote-all in favor

Motion to Move Adult Services Librarian position from Library Assistant III to Library Assistant IV in the Employee Job Classification Titles/Ranges chart.

Motion was seconded

Result of Vote- all in favor

Future Agenda Items closed session for Director's evaluation
Budget in relation to pay raises
Endowment spend

Personnel Committee meeting at 7:00 am November 3d

Next Board Meeting at 7:00 am on November 18

December Board meeting at 7:00 am on Wednesday December 8

Meeting Adjourned at 8:21 am