

**Library Board Meeting  
Thursday, June 26  
7:00 am  
Library Meeting Room**

**Open:**

**Guest and Public Comments:**

**Approval of Minutes:** May 22, 2014

**Treasurer's Report:**

Approval of library bills

**Director's Report**

**Approval of Policies**

- **Library Bulletin Board**
- **Solicitation Policy**
- **Bomb Threat Questions**
- **Building Evacuation Plan**
- **Active Shooter Procedure**

**Starting Clerk Wage discussion**

**Other Comments/Discussion**

**Adjourn to executive closed session** as allowed by WI State Statute 19.85(1)(c) to consider and discuss personnel matter(s).

**Reconvene to open session** for any action regarding closed session.

**Future Agenda Items: Director's Evaluation**

**Mount Horeb Public Library Board**  
**DRAFT Meeting Minutes**  
**Thursday, June 26, 2014**  
**7:00 am**  
**105 Perimeter Road, Library Meeting Room**

**Present:** Paula Craft, Jessica Gunby, John Kuse, Karla Ott, George Sievers, Linda Linda Bullette as well as Library Director Jessica Williams

**Absent:** Dave Boyden, Deb Klein

Kuse called the meeting to order at 7:02 am.

**Guest and Public Comments:** None.

**Approval of Minutes:** May 22, 2014

Craft made a motion to approve the minutes, Sievers seconded the motion, and the minutes were approved unanimously.

**Treasurer's Report:**

Boyden approved the library bills prior to the meeting. Via email he communicated that he is working on changing the investment manager and has been disappointed with a lack of response from the State Bank of Cross Plains on his recent inquiries.

**Approval of Policies:**

**Library Bulletin Board** – Changes were made to remove the “Use Courtesy” section as well as the language stating a three month time limit. Under “Staff Weeds Regularly” language was added to indicate the library staff has the right to remove postings. After said changes, Ott made a motion to approve the library bulletin board policy, Craft seconded, and the policy was approved unanimously.

**Solicitation Policy** – Language was added under section (c) to indicate exceptions to the non-solicitation policy. After said changes, Sievers made a motion to approve the solicitation policy, Ott seconded, and the policy was approved unanimously.

**Internal Procedures:** The following were deemed internal procedures and will be made available by the library director to staff in trainings and will remain open to amendment as needed. The board appreciates the opportunity to review these procedures but board approval is not needed for their implementation.

**Bomb Threat Questions** – Will be used in training sessions and made available in a binder near the telephones.

**Building Evacuation Plan** – After discussion, McDonald's was elected to be the recommended meeting place after evacuation due to its proximity, public familiarity with its location, and its ability to safely shelter a large group of people if needed.

**Active Shooter Procedure** – Williams will speak with the police department to see how the library might get notification of an active shooter in the area. Williams will also give the police department a map of the building.

**Starting Clerk Wage Discussion:** Williams presented a plan to increase the wage offered for new hires to be \$9.50/hr. For the next meeting she will bring data showing how this change would affect the budget and how other clerks could be brought up to this wage if possible.

**Other Comments/Discussion:** Gunby announced that she will be stepping down from the board.

Motion to adjourn at 8:09 am was made by Gunby, seconded by Ott, and approved unanimously.

Respectfully submitted,  
Jessica Gunby