

Library Board Minutes
Thursday December 14, 2017
7:00 am in Library Meeting Room

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

Guest and Public Comments: None

Motion to Approve Minutes from November 16, 2017 meeting made by Boyden
Seconded by Bullette
Result of Vote all in favor

Treasurer's Report:

- Approval of library bills: still somewhat under budget for year due to wages
 - Endowment Fund update \$173,595 up \$26,000 to date,
- Boyden estimates that about \$7,000 will be available to spend for this year's Endowment spend

Director's Report-see attached waiting on background check for #1 choice candidate for children's librarian, discussion is make a soft offer until background check and all due diligence is complete Security cameras and software have been installed-Williams used budgeted capital contribution and drained capital improvements line to cover bill

Review & Discuss-Strategic planning for Endowment – edits to draft letter to distinguish the three funding entities & bookmark -add photos, put on village cable access station, make a brochure or back to back card, post at Library, in the village office and around town

Motion by Leary to send letter to the Mount Horeb Mail with proposed revisions on behalf of the entire Library Board
Seconded by Goltz
Craft proposes Amendment proposed to change "letter" to "press release"
Seconded by Bullette
Result of Vote-all in favor

Motion by Bullette to send press release to the Mount Horeb Mail with proposed revisions on behalf of the entire Library Board
Seconded by Craft
Result of Vote-all in favor

2018 Endowment spend – "coding club" costs \$4,925.00 for additional components, \$2,400/year to continue circulating all hot spots, 1 has cracked surface, will pull it from circulation and disable it which will bring down annual costs, may spend part of funds on hiring graphic designer for Endowment brochure; discussion followed on cost of hotspots as compared to benefits, increased circulation, etc.

Motion by Goltz to discontinue Hot Spots at end of year
Seconded by Bullette

Motion to amend motion to include authorization to sell hotspots
Seconded by Leary
All in favor

Result of Vote on amended motion-all on favor

Active shooter procedure-tabled until January meeting
Fire drill procedure-review and send information to Williams prior to next meeting
Sound system storage/checkout request-if donated it to the Library, then possibly OK, no storage space to keep it, Library does not charge to check out materials cannot store and checkout on behalf of another entity

Motion to adjourn to executive closed session as allowed by WI State Statute 19.85(1)(c) to consider and discuss personnel matter(s) made by Leary

Seconded by Bullette

Roll Call Vote- Boyden-yes, Bullette-yes, Craft-yes, Goltz-yes, Leary-yes, Ott-yes, Salerno-yes

Williams left the room

Discussion of personnel matters

Motion to reconvene to open session for any action regarding closed session made by Craft

Seconded by Goltz

Result of Vote-all in favor

Williams rejoined the meeting

Motion to approve 3% increase for Director position for upcoming year and perform a wage study for future compensation package made by Bullette

Seconded by Craft

Result of Vote-all in favor

Future Agenda items

Library space planning

Fire drill procedure

Active shooter procedure

Endowment Funds for graphic designer for Endowment marketing

Motion to adjourn at 8:04 made by Goltz

Seconded by Bullette

Result of Vote-all in favor