Library Board Meeting Minutes
Thursday January 23, 2020
7:00 am
Library Meeting Room

Meeting called to order at 7:06 by Boyden
Present: Boyden, Bullette, Craft, Ott and Director Williams
Absent: Jackson, Leary, Salerno
Guest and Public Comments: None

Motion to Approve Minutes from December 19, 2019 was made
Motion was seconded
Result of Vote-all in favor

Treasurer’s Report:
Approval of library bills -all approved  $43,000 for tech fee to SCLS paid in January
Endowment Fund update -current balance $206,044   was $201,309 at end of 2019 up 24% for the year

Director’s Report SEE ATTACHED  Hoopla very popular, but at current rate of usage, funds will run out in
October, Sun Prairie taking out top tier of titles, Sauk City not seeing much usage
Friday story times have been revamped and are popular
2019 checkouts are up, mostly due to re-arrangement of children’s collection
Dane County request for footage re: recent homicide  Williams summarized the recent requests for footage
Hardwiring computer lab-wires can be pulled from old computer lab    Quote for replacing can lights in story
time space and hallway retrofit with LED $1,700 for work   we have to provide the trim, $2,500 with lights and
trim provided by 3d party

Jeff putting together bid for HVAC

PFLAG question for safety concerns for I Am Jazz event, Madison has a tool kit for dealing with anticipated
question, DPI wants us to review all collections and programs for inclusivity, each family has a right to determine
what programs and materials they utilize, refer complaints to Director or Team Leader on duty

Motions
Motion to approve Records Retention Policy was made
Motion was approved
Result of Vote-all in favor

Motion to approve 2020 Change in Library Board meeting dates for 2020
  ▪  Thursday, February 20 instead of Thursday, February 27
  ▪  Thursday, November 19 instead of Thursday, November 26
  ▪  Thursday, December 17 instead of Thursday, December 24
Motion was seconded
Motion was approved-all in favor

Motion to Approve library closure dates in 2020
  ▪  Wednesday, January 1st  –  New Year’s Day
  ▪  Friday, March 27th  –  Staff Inservice
  ▪  Monday, May 25th  –  Memorial Day
  ▪  Saturday, July 4th  –  Independence Day
- Friday, August 14th – Staff Inservice Day
- Monday, September 7th – Labor Day
- Thursday, November 26th – Thanksgiving
- Friday, November 27th – Thanksgiving
- Thursday, December 24th – Christmas Eve
- Friday, December 25th – Christmas

Motion was seconded
Motion was approved-all in favor

Motion to Approve closing library early on Thursday, December 31st at 6 pm
Motion was seconded
Motion was approved-all in favor

Review & Discuss
- Photography and Filming Policy
- Social Media Policy Facebook, Instagram and Twitter
- Organizational chart redesign
- Consider scheduling a separate meeting to get library board feedback regarding strategic plan with SCLS consultant

Future Agenda Items
- Meeting Room Reservation Form / Policy
- Computer Policy
- Active Shooter Policy make it a procedure

Motion to Adjourn made at 8:07
Motion was seconded
Result of Vote-all in favor