

**Library Board Minutes**  
**Thursday August 25, 2022 at 7:00 AM**  
**Library Meeting Room**  
**105 Perimeter Rd. Mount Horeb, WI 53572**

**Open: Meeting was called to order at 7:01**

**Present: Bullette, Craft, Leary, Maguire, Ott, Salerno and Director Gretzinger**

**Absent: White**

**Guest and Public Comments: Brett Halverson was present as a Village Board rep**

**Motion to Approve Minutes of June 23, 2022 was made**

**Motion was seconded**

**Result of Vote- all in favor**

**Motion to Approve Minutes of July 28, 2022 was made**

**Motion was seconded**

**Result of Vote-all in favor with Leary abstaining**

**Treasurer's Report:**

bills all bills up to date

Endowment Fund balance \$210,305, down .22% since end of July, down 11% since Jan 1 (S&P is down 13%)

**Director's Report**

- Summer Library Program statistics
- Big Read, Little Read, and Middle Read
- Employment updates

**Review & Discuss**

- 2023 Library Operating Budget
- Circulation Policy updates
- Employee Guidelines updates
- SCLS data report

**Motion to approve designation of 2022 savings to wage increase of 3%, a one-time stipend and benefits in 2023 was made**

**Motion was seconded**

**Result of Vote -all in favor**

**Motion to approve 2023 Library Operating Budget as presented, except with a 3% wage increase, was made**

**Motion was seconded**

**Result of Vote-all in favor**

**Motion to approve Circulation Policy updates as presented, except adding the word "Wisconsin" before counties in the first box (Standard Library Card) was made**

**Motion was seconded**

**Result of Vote- all in favor**

**Motion to approve Employee Guidelines updates as presented with the addition of a sentence, "For fulltime professional staff, memberships and dues for either the American Library Association or Wisconsin Library Association shall be paid annually." to the paragraph "The Library may pay up to \$500 of the cost**

*of tuition, required texts, laboratory materials and other fees associated with programs of instruction offered through an accredited university or college or through an approved industry specific training program. ( See Village Policy 400-5, Continuing Education and Training.) Participation in these programs may be approved on a pro-rated basis based upon employee classification (i.e. Part-time, Half-time, or Fulltime). Employees may submit for multiple classes per year, but decisions will be based on the budget. was made.*

**Motion was seconded**

**Result of Vote – all in favor**

**Team meeting with Dimension IV, Dimension IV joined the meeting at 7:45 am**

Minutes and summary from meeting with staff and public, and collection analysis, were presented (see attached)

2 more listening sessions scheduled

Code issues-36” clear between book shelves is minimum, plus need ability to turn a wheelchair at the end of stacks, 48” is Dimension IV recommendation for between shelves and at ends

5 exits, have adequate exiting for building based on current uses

“Assembly occupancy” if over 12,000 square feet need sprinklers under current code

If have over 300 people at a program, need a sprinkler system

Use of fire walls can eliminate need for sprinkler system Sprinkler systems cost \$2-\$3 per square foot in new construction, more in existing construction

Renovation cost about 50% of addition cost, plans will take that into concern

Restrooms-an addition would require additional restrooms, add a family restroom

Next steps: Sept 10 and Sept 12 meetings for input

**Future Agenda Items**

- Community survey questions (Google form; Short Instagram surveys)
- Strategic planning

**Next Meeting September 22, 2022**

**Motion to Adjourn made at 9:05 AM**

**Motion was seconded**

**Result of Vote –all in favor**