

Virtual Library Board Meeting Minutes
Thursday July 23, 2020
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: Jul 23, 2020 07:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/6957671486?pwd=aEp0dGRhWGpVQnp2RG11blpydHYyUT09>

Meeting ID: 695 767 1486 Password: 081540

One tap mobile

+13126266799,,6957671486#,,,0#,,081540# US (Chicago)

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Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

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Meeting ID: 695 767 1486 Password: 081540

Find your local number: <https://us02web.zoom.us/j/6957671486>

Open: Meeting opened at 7 am

Present: Bullette, Craft, Leary, Ott, Salerno and Director Williams, Boehnen joined meeting at 7:05 am

Absent: Boyden

Motion to Approve Minutes from June 25, 2020

Motion was seconded

Result of Vote-all in favor

Motion to Approve Minutes from July 2, 2020

Motion was seconded

Result of Vote-all in favor

Treasurer's Report:

Approval of library bills- credit card bills approved, paid, DeepFreeze subscription clears hard drive on laptops, much of the purchase price paid by Google grant

□ Endowment Fund update 2020 low of \$145,957 to \$196,660 today \$5,000 distributed in April

Director's Report

- 2021 Library Budget Presentation pushed to August 27th Library Board Meeting, Madison libraries are now all fine free and elected to close a branch for remainder of 2020, Stoughton will be fine free in 2021, some municipalities sign a memorandum of understanding regarding fines. Will make fine-free status a motion outside of budget
- August 11th elections – polling location only, no library services that day, employees will work from home and/or be allowed make-up hours, Library will also be closed on August 12 for deep cleaning
- Express library update- see attached Director's report
- Employee Annual Reviews update- see attached Director's report
- Memorandum of Mutual Accountability: Ripple Project-see attached
- Lighting has been installed in hallway and children's room
- SCLS has requested that libraries move to a 96-hour holding period for incoming materials, changed delivery routes to only 2 deliveries per week, MH is largest library on that route, Williams has requested additional deliveries for MH to help with work flow

Review and Discuss

- Library Board terms and bylaws- annual meeting should be in July, term limit questions, inclusivity on the board current Bylaws and proposed are attached.
- Annual Elections of Officer Positions
 - Library Board President
 - Library Board Vice President
 - Library Board Treasurer-Williams will speak with John Kuse on 7/24 to discuss him taking a single term appointment to the Board to assist with Treas. position
 - Library Board Secretary
 - Personnel Committee

Motions:

Nomination of Ott as Secretary, Ott accepted

Motion to elect Ott as Secretary

Motion was seconded

Result of Vote- all in favor

Nomination of Salerno as President, Salerno accepted

Motion to elect Salerno as President

Motion was seconded

Result of Vote-all in favor

Nomination of Craft as Vice-President

Motion to elect Craft as Vice-President

Motion was seconded

Result of Vote-all in favor

Personnel Committee-Bullette, Leary and Salerno nominated and each accepted an appointment to the Personnel Committee

Motion to approve an expenditure from the Library Fund balance to supplement Capital Improvement expenses in relation to the restroom upgrade project. Capital budget \$52,900 Bid is just over \$76,000, will still have approximately \$150,000 in Library Fund after approved expenditures and \$22,000 directed to technology

Motion was seconded

Suggested amendment to motion to put a cap on the expenditure

Amended Motion: Motion to approve an expenditure of up to \$25,000 from the Library Fund balance to supplement Capital Improvement expenses in relation to the restroom upgrade project.

Motion was seconded

Result of Vote- all in favor

Future Agenda Items

Bid closes next week on the restroom project, July 30 at 2 pm, Bullette and Ott will be present for the opening of bids, Williams will send out Doodle poll regarding meeting to approve bid

- Presentation of 2021 Library Budget
- Memorandum of Mutual Accountability: Ripple Project
- Inclusive Services Assessment and Guide

Motion to Adjourn made at 7:48 am

Motion was seconded

Result of Vote- all in favor

Meeting adjourned at 7:48 am