

**Library Board Meeting  
Wednesday, November 20, 2013  
7:00 a.m.  
Library Meeting Room**

**Open:**

**Guest and Public Comments:**

**Approval of Minutes: September 26, 2013**

**Treasurer's Report:**

- Approval of library bills

**Consider December Meeting Date (reschedule)?**

**Director's Report**

**Approval of 2014 library budget**

**Merit Raises**

**Christmas bonus**

**Approval of new internal policy for employees who work 15 hours or fewer per week regarding unplanned absences including sick leave**

**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.**

**Mount Horeb Public Library Board**  
**DRAFT Meeting Minutes**  
**Thursday, November 20, 2013**  
**7:00 am**  
**105 Perimeter Road, Library Meeting Room**

**Present:** Paula Craft , Jessica Gunby, John Kuse, Ben Lizdas, Karla Ott, George Sievers, and Deb Klein, as well as Library Director Jessica Williams

**Absent:** Dave Boyden

Kuse called the meeting to order at 7:01 am.

**Guest and Public Comments**

No Guests were present.

**Approval of Minutes from October 24, 2013**

With a motion from Ott, second from Lizdas, and unanimous approval of the Board, the minutes were approved.

**Treasurer's Report**

Boyden reported via email that we are up to date on all bills. The Endowment fund has experienced gains of over 18% in 2013. Boyden continues to advocate for reducing the risk exposure of the investment account but given his absences at the meeting, discussion of the Endowment Fund was pushed to the next meeting.

**Director's Report**

William's reported on an accident that occurred several weeks ago when a woman slipped in the foyer and fell. The woman has returned to the library several times to request signage and more carpeting for the foyer but has not agreed to talk with Williams. The Board advised Williams to notify Dave Ross of the incident as any legal or insurance action would occur through the municipality.

A local family has collected memorial donations after the loss of their daughter. Williams reported that total funds raised are nearing \$1,000 but the family is unsure what to spend the money on at present. They have requested the library hold the funds for now. Discussion ensued regarding where to place the money and as it should not go into the operating budget, it was decided that the money needs to go into the money market portion of the Endowment, not the equity portion.

Williams reported on inadequacies with the cleaning company contracted by the Village. Twice the crew has left hot water running over the weekend, now costing the library approximately \$100 in additional utility fees. The cleaning crew is also responsible for having moved the rug in the foyer, leaving a bare patch of tile on which the above mentioned patron slipped. Customers have complained of poorly cleaned restrooms as

well. The cleaning company has not been responsive to Williams and she will follow-up with the Village as she continues to pursue improved service.

The Square is working beautifully and Williams is looking into using it for tracking all fines, damages, and lost payments for more accurate record keeping.

Williams is still working on the wireless printer situation and continues to run into trouble with SCLS control of the data ports.

Staff evaluations are complete.

Williams has narrowed down the candidates for the Graphics Design position and will hold second interviews in the coming weeks.

The Friends of the Library report an increased revenue from the ongoing book sale over previous years' annual sales. They also were awarded a \$1500 grant towards programming for 2014.

#### **Approval of 2014 Library Budget**

Ott motioned to approve the 2014 proposed library budget with the 2.5% wage increase contingent upon Village approval. Lizdas seconded and the motion passed with a unanimous vote. The final public hearing on the budget will be held December 1<sup>st</sup> followed by Village approval.

#### **Merit Raises**

The staff was made aware of the possibility of merit based wage increases in the coming year at a staff meeting in September. The plan is to use the 2.5% budgeted increase in wages as the pool from which to assign raises according to Williams' decisions, based on her performance appraisals.

#### **Christmas bonus**

The question was raised regarding staff Christmas bonuses for 2013. Sievers mentioned that he was not sure if other village employees were going to receive bonuses this year, however after speaking with Dave Ross it was understood that any bonus given would be from the library budget not the village's. Additionally, it must be regarded as compensation and should be run through the payroll system. Craft noted through her years of public service she never received a Christmas bonus. Ott motioned that full & half time employees be given a \$50 Christmas bonus and staff working less than half time receive a \$35 bonus. Klein seconded and the motion passed with a unanimous vote. Williams will get chamber certificates once bonuses are processed.

#### **Approval of new internal policy for employees who work 15 hours or fewer per week regarding unplanned absences including sick leave.**

The Director presented a new policy of unplanned absences for hourly staff who work less than 15 hours a week. The draft policy was created with the help of the Personnel Committee. It was noted by Craft that the 4 undocumented, unplanned absences took

into account one unexcused absence per quarter. Ott motioned to approve the new policy, which was seconded by Sievers and passed by unanimous vote.

**Adjourn to executive closed session**

After a motion by Ott, seconded by Lizdas, and a unanimous roll call vote, the Board adjourned 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**

On a motion by Klein, seconded by Ott and unanimous vote, the Board reconvened to Open Session. Once in Open Session, Ott motioned to increase the Library Director's compensation by 3% for 2014 while adhering to the overall 2.5% wage pool increase for the entire Library. Lizdas seconded and the motion passed with a unanimous vote. Kuse shared with Williams that the 3% increase took into account the quality of her performance as well as the lack of a wage increase in 2013.

**Consider December Meeting Date**

It was determined that the next meeting would be held in January unless otherwise called by the Board President or the Library Director.

After a motion by Lizdas, seconded by Ott and unanimous approval the Board, the meeting was adjourned at 8:15

Respectfully submitted,  
Jessica Gunby