

**Library Board Meeting  
Thursday December 19, 2019  
7:00 am**

**\*\*Library Reading Room**

**(Please note change in usual location due to library carpeting projects)**

**Open:**

**Guest and Public Comments:**

**Approval of Minutes:** November 21, 2019

**Treasurer's Report:**

- Approval of library bills
- Endowment Fund update

**Director's Report**

**Review & Discuss**

- Request to help patrons register to vote
- Dane County Library Service Contract (signatures required)
- Library board letter of appreciation to Marla Rybowiak

**Policies**

- Review Records Retention policy

**Motion:** that transfers between line items do not require Board approval as long as total expenditures fall within overall budget

**Motion to approve updates to Employee Guidelines including:**

- updated organizational chart

**Adjourn to executive closed session** as allowed by WI State Statute 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Re: Market Study, Organizational Structure)

**Future Agenda Items**

- Active Shooter Policy

**Adjourn**