

**Library Board Meeting
Thursday January 24, 2018 at 7:00 am
Library Meeting Room**

Present: Bullette, Craft, Goltz, Leary, Ott, Salerno and Director Williams
Absent: Boyden

Guest and Public Comments: None

Approval of Minutes: Motion to approve minutes of December 20, 2018 regular meeting
Motion was seconded.
Result of Vote-all in favor

Motion to approve minutes from January 14, 2019 Special Meeting
Motion was seconded
Result of Vote-all in favor

Treasurer's Report: Boyden was absent. Williams reported discussion of internal checks and balances with cash procedures, Director and/or Circulation Supervisor to be trained on spot-checking and filling in for employee who does entry

- Approval of library bills-no report
- Endowment Fund update-no report

Director's Report -Williams noted highlights from written Director's report

***Employee Manual workshop noon -2pm on 2.23.19**, Williams will follow up with Employer Group for availability.

Policies & Procedures for Approval

- Code of Conduct Policy-defined "banned" and "suspension", changed shoes and shirts to fully clothed, rewrote sleeping in the Library section, added, "except for the purpose of voting if the Library is the banned party's polling place" after first line of definition of ban.
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Motion made to approve Code of Conduct with addition of polling place exception to ban definition

Motion was seconded

Result of Vote-all in favor

Review & Discuss

- Privacy Screens update
- February, November, and December 2019 meeting dates
- Can have year-end financials by Feb 6, move February meeting to February 21, 2019 to meet Annual Report deadline
- November meeting falls on Thanksgiving, move to November 21
- December falls on the 26, move to December 19

Motion to move into closed session as allowed by WI State Statute 19.85 (1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility made [Library Director's evaluation].

Motion was seconded

Roll call vote: Leary, yes, Goltz-yes, Ott-yes, Craft-yes, Bullette-yes

Motion to Reconvene to open session for any action regarding closed session.

Motion was seconded

Result of Vote-all in favor

Motion to amend January 14, 2019 motion regarding Director Williams 2019 raise to be 3.9% rather than 3.0%

Motion was seconded

Result of Vote-all in favor

Future Agenda Items

- Records Retention Schedule
- Update mission statement/strategic plan/marketing brand

Motion to Adjourn made at 7:56

Motion was Seconded

Result of Vote-all in favor