

**Virtual Library Board Minutes**  
**Thursday May 27, 2021**  
**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: **Library Board Meeting** Time: May 27, 2021 07:00 AM Central Time (US and Canada)

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

Meeting ID: 695 767 1486 Passcode: 081540

One tap mobile +13126266799,,6957671486#,,,,\*081540# US (Chicago)

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Meeting ID: 695 767 1486 Passcode: 081540 Find your local number: <https://us02web.zoom.us/u/kdCp0a2III>

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**Meeting called to order at 7:01 am**

**Present: Bullette, Craft, Halverson, Kuse, Leary, Ott, Salerno, Director Williams and Nora Hinton, Youth Services Librarian**

**Guest and Public Comments:**

**Motion to Approve Minutes from April 22, 2021 was made**

**Motion was seconded**

**Result of Vote-unanimous approval with Halverson abstaining**

**Treasurer's Report:**

Approval of library bills -bills are all approved

Endowment Fund update balance \$234,840, up a couple hundred dollars since the first of the month

**Director's Report**

- Library Building- Wednesday June 16 at 1:00pm walk through
- Staff Meetings
- 2022 Library Budget
- Library Board Officer Elections

**Policies**

- Collection Policy with Nora Hinton-Nora presented a PowerPoint presentation on the Collections Management policy, incl censorship issues, used the Dr Seuss books as an example of the policy in action regarding acquisition and/or weeding
- Volunteer Policy – ran the policy by MH HR director with regards to community service volunteers
- Gift Policy was discussed with recognition portion referring to the Donor Recognition Policy
- Donor Recognition Policy-discussion of donor recognition within the Endowment

**Review & Discuss**

- December / January holiday hours
- CDC/Dane County mask guidance-beginning on June 2, post that if are vaccinated, no mask required, if not masks encouraged as well if feeling sick or having symptoms. Staff will continue to wear masks through end of June.

**Motions:**

**Motion to approve Volunteer Policy as presented with change of last sentence of “G” moved to a separate bullet point “J”**

**Motion was seconded**

**Result of Vote-all in favor**

**Motion to approve closing Thursday, December 23<sup>rd</sup> through Saturday December 25<sup>th</sup> and closing Friday, December 31<sup>st</sup> through Saturday, January 1<sup>st</sup> 25<sup>th</sup> in order to remain in compliance with Village holiday schedule for paid holidays.**

**Motion was seconded**

**Result of Vote-all in favor**

**Ott left the meeting at 7:55 am**

**Future Agenda Items**

- Library Board Officer Elections
- Gift Policy
- Donor Recognition Policy
- Building discussion
- In-person meetings

**Motion to Adjourn made at 8:00 am**

**Motion was seconded**

**Result of Vote-all in favor**