

Black Earth Library Board Minutes 12/19/23  
Meeting ID: 810 9341 0892  
Passcode: 346983

1. Call to order
  - Schuetz called the meeting to order at 7:04 pm
2. Roll call of members
  - Schuetz, Colby, Moore, and Helmenstine present with Bailey Anderson. Morrow absent
3. Proof of posting
  - Schuetz read the proof of posting
4. Adoption/amendment of agenda
  - Helmenstine motioned to approve
  - Schuetz seconded the motion
  - Motion passed
5. Reading and approval of minutes
  - Schuetz motioned to approve amended minutes
  - Helmenstine seconded the motion
  - Motion passed
6. Public Comment
  - None
7. Friends of the Library updated
  - Silent Auction netted over \$2,000.
  - Trivia Night is scheduled February 3, 2024 at Base Camp in Mazomanie
8. Village update (Morrow)
  - Morrow absent
9. Treasurer's report (Schuetz)
  - Anderson spent donations, Schuetz noted that checks were voided from Author Fair
  - Helmenstine motioned to approve the report
  - Moore seconded the motion
  - Motion passed
10. Action on bills
  - Schuetz motioned to pay all bills
  - Moore seconded the motion
  - Motion passed
11. Discussion on fundraising feasibility study
  - Village attorney is looking at contract
  - Timeline: January, 2024: begin background research and form a study group from within the community.
  - No action needed

12. Discussion/Action on SCLS Foundation account practice & procedure
  - Anderson presented the SCLS Foundation contract with the highlighting the section on withdrawal of funds.
  - No action needed
13. Discussion/Action on National Library Week Proclamation
  - Anderson presented the National Library Week Proclamation from the website. Changes were made to the document to make it a more local proclamation which will be sent to the Village Board.
  - Schuetz motioned to approve the amended document
  - Helmenstine seconded the motion
  - Motion passed
14. Director's Report
  - Highlights: Successful Adult craft night. Future plans for more of this type of programming. Anderson created and presented a staff blog account. Staff will have easy access to procedures. Cookie exchange instead of staff party was successful. Village office and staff and police were included. Anderson contacted local pharmacies to let them know that the library has a blood pressure monitor available for check-out. Mt. Horeb Pharmacy seemed the most interested and Bailey has been working with her. Pamphlets will also be distributed. A Spice of the Month Club will start in January, 2024 and feature a kit with a spice and 2 recipes. An updated Collection Development plan is in the works.
  - Colby motioned to approve the report
  - Helmenstine seconded the motion
  - Motion passed
15. Future Agenda items
  - Update on fundraising feasibility study
  - Library expansion project updates
  - Review Strategic Plan
16. Next meeting
  - January 16, 2024
17. Adjournment
  - Helmenstine motioned to adjourn
  - Schuetz seconded the motion
  - Motion passed Meeting adjourned at 7:48pm