

Black Earth Library Board Minutes 03/19/2024

<https://us02web.zoom.us/j/81093410892?pwd=T2ljWEdqDBYZzdSMjJkSUJjU0JsUT09>

Meeting ID: 810 9341 0892

Passcode: 346983

1. Call to order
 - Schuetz called the meeting to order at 7:00 pm
2. Roll call of members
 - Schuetz, Colby, Moore, and Helmenstine present with Bailey Anderson and Friends of the Library President Annette Koenig
 - Absent: Morrow
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
 - a.) Reading of 02/20//24 Minutes
 - Moore motioned to approve
 - Helmenstine seconded the motion
 - Motion passed
6. Public Comment
 - None
 - Gary Olson joined meeting at 7:30pm
7. Friends of the Library Update
 - Friends of the Library President Annette Koenig announced 2 new Board members: Jill Stapleton and Celia Westmeier. One more Board position needs to be filled.
8. Village Update (Morrow)
 - Anderson presented the annual report to the Village Board
9. Treasurer's Report (Schuetz)
 - All balanced. Schuetz noted SCLS Foundation funds increased in February
 - Helmenstine motioned to approve
 - Colby seconded the motion
 - Motion passed
10. Action on Bills
 - Schuetz went through all bills.

- Schuetz motioned to approve
 - Helmenstine seconded the motion
 - Motion passed
11. Discussion/Action on Strategic Plan review
- Anderson explained that there is a difference between the Library Board survey and the public survey. Board members should fill out the survey by April 10. SCLS consultant, Shawn Brommer will be attending the April meeting.
 - No action needed
12. Discussion/Action on Amendment to FEH Contract
- Contract is amended to include a 2-story concept sketch which will include condo style housing above the main level library. Helmenstine asked if going forward adjustments to the contract could be made by Anderson without the entire Board needing to vote on changes. Anderson will check with SCLS to see if this is possible.
 - Helmenstine motioned to approve Amendment G-802-2017 Amendment #1 of Library Renovation project
 - Schuetz seconded the motion
 - Motion passed
13. Discussion/Action on Staff development day
- Anderson planning staff in-service for September, 2024. Local EMS member would be able to train library staff on the recently purchased Automatic Defibrulator and Narcan. After lunch staff would tour SCLS Delivery System facility. She would like the Board to consider closing the library for the day. Tabled- Future agenda item
 - No action needed
14. Discussion/Action on SCLS Authorization Form for adjacent county reimbursements
- Schuetz motioned to approve
 - Helmenstine seconded the motion
 - Motion passed
15. Discussion/Action on Social Media Policy
- Review and discussion of policy. Anderson will make changes to Section I and Section III. Anderson and Kirsten will be the administrators. Helmenstine suggested a schedule which would go through the administrators before content is posted. Anderson will meet with Kirsten with suggestions and changes. Future agenda item.
 - No action needed
16. Director's Report (Anderson)
- Upcoming meetings and events were highlighted by Anderson. Winter Reading Challenge had 40 participants. Anderson will present a program at the Children's Museum for Money Smart Week on 4/27. Planning for Eclipse Viewing Party at WH school and another for general public.
 - Anderson started a staff book club. Each month staff will read different genre.
 - Helmenstine motioned to approve Director's Report
 - Moore seconded the motion
 - Motion passed

Future agenda items

- Authorization to approve future contract amendments.
- Strategic plan
- Social media policy

17. Next meeting

- 04/16/2024

18. Adjournment at 8:12pm