

Black Earth Public Library
Board Meeting Minutes
Tuesday, Aug. 15, 2017
Meeting called to order at 7:03 pm.

Members present included Brian Klaschus, Patrick Schultz and Gary Schuetz and Library Director Carolyn Shaffer. Heather Reader arrived at 7:45 pm.

- Proof of Posting: The library director posted the meeting on Aug. 8, 2017.
- Patrick Schultz moved, Brian Klaschus seconded, to adopt the agenda. Motion carried.
- Brian Klaschus moved, Patrick Schultz seconded, to approve the minutes of the July 24, 2017 meeting. Motion carried.
- Gary Schuetz moved, Patrick Schultz seconded, to approve the Treasurer's Report. Motion carried.
- Gary Schuetz moved, Brian Klaschus seconded to approve the bills. Motion carried.
- Employee Handbook discussion:
A review of the Black Earth Village Handbook noted the library is not specifically or consistently mentioned as a department of the village. The library board and the library director are concerned about duplications and potential contradictions between the employee handbook and the library policies and library bylaws. The library director will collect additional information from the Mazomanie, Deerfield and Cambridge libraries to potentially write an employee handbook for the library or updates and additions to the village handbook.
- Mission Statement and Vision Statement discussion:
The library board directed the library director to check on the availability of an SCLS consultant in January 2018 to help the board begin to “plan to plan” for the writing of the mission statement and vision statement in preparation for the creation of a strategic plan for the library.
- Heather Reader moved, Brian Klaschus seconded, to adjourn the meeting. Motion carried.
- Meeting adjourned at 9:12 pm.

Upcoming Meetings:
Tuesday, Sept. 19, 2017

Tuesday, Feb. 13, 2018

Board Member Terms Expire:
Heather Reader April 2018
Patrick Schultz April 2018
Brian Klaschus April 2019
Gary Schuetz April 2019
Angie Updike April 2020