

BE Library Board Minutes

- Call to order 7:01p.m.
- Roll call of members present: Brian, Gary, Carolyn, James, Heather, Angie
- Proof of Posting read
- Move to adopt the agenda: Angie
 - Second Brian
 - Motion passed
- Move to approve minutes, Gary
 - Second James
 - Motion passed
- Friends update
 - Still interested in participating in the survey. Consultant gave multiple recommendations. BE Library Board will make final recommendations regarding the survey with input from the Friends. Professional recommendation was to use limited, more focused questions.
- Treasurer's Report
 - Brian and Gary worked on the treasurer's report together. They will work on the April report together as well. Brian delivered the updates.
 - Gary motioned to approve the treasurer's report.
 - James seconded
 - Motion carried
- Strategic Planning Update
 - Survey is part of the strategic plan. Includes an environmental scan, demographic info, community conversations. Plan recommendations come from a library research study, Shawn is working to customize this for us. New survey was provided and discussed. Need to investigate bulk mailing options.
 - 2 community conversations will take place. One on 4/25 at 10-11:30 am, the second on 5/9 during the evening, TBA. A third may be set for June. Possible options for evening meal to coincide, coupons, incentives for survey participation are being investigated.
 - Publicity materials--library board is asked to help with this as well. Personal notes, help from Friends of the BE library, newsletters for school, etc. will be necessary and helpful in spreading the word to get information out.
 - Sub-committee for strategic planning needs to reconvene to discuss more about the survey.
 - SWEEP survey explores how the library is used and will analyze if more library space is necessary.
 - Survey distribution--Every door direct mail postcard w/link option. Carolyn will update us with more info soon.
 - Potential Data from other sources was discussed.
- Budget Resolution
 - Tabled until April
- Action on bills
 - Bills were presented
 - James motioned to approve the bills
 - Brian seconded
 - Motion passed
- Director's report

- Draft of the annual report was shared
- Cross Border payment was signed by Angie
- Madison Community Foundation request was made
- American Library Association article was presented
- Extra 0.5 FTE position is really helping staff morale and library services
- Need for second laptop will be evaluated and updated late spring or early summer.
- Other items in report were discussed
- Heather motioned to approve the director's report
- Angie seconded
- Motion passed
- Other business
 - 3/12 Village Board decided to mirror the holiday pay for library members and capped the sick leave for employees. A letter from Shellie will be requested.
 - The Library Board exceptions to the Village Board Employee manual will be reviewed.
- Adjournment
 - Gary motioned to adjourn
 - Angie econded
 - Motion to adjourn at 8:33 p.m.

Next meeting: April 16 at 7:00 p.m.