

Black Earth Library Board Minutes 2-18-20

1. Call to order

- Angie called the meeting to order at 7:06 pm.

2. Roll call of members

- Angie, James, Heather present along with Carolyn
- Linda and Gary absent
- Gary arrived at 7:09 p.m.
- Troy Esser joined us during the Action on Bills and left after the Director's Report.

3. Proof of posting

- Angie read

4. Adoption/amendment of agenda

- Angie moved to amend the agenda to include #10 the annual report and all subsequent items to be renumbered,
- Heather seconded
- Motion carried

5. Reading and approval of minutes

- Heather revised the data to reflect the January minutes were taken on 1/21/20. Friends of the Library expenses updated.
- Angie moved to approve the amended minutes.
- Heather seconded
- Motion carried.

6. Village update

- Carolyn provided a background recap of the actions taken by the BE library board regarding the budget.

7. Friends of the Library update

- Scholarship is official. Should have applicants soon!

8. Treasurer's Report

- Gary presented the Treasurer's report. Discussion followed regarding the Madison Community Foundation money.
- Heather motioned to approve the Treasurer's report.
- James seconded the motion.
- Motion carried.

9. Action on bills

- Agreed to ask the Village to reimburse the BE Library for the library name plate for the department.
- Discussion regarding the 1099 for Melissa Auchard Scholz law firm. Shellie completed this.
- Discussion regarding other bills.
- Angie motioned to approve the bills
- Gary seconded the motion

- The motion carried.

10. Annual Report

- Carolyn submitted her annual report. The report can be submitted electronically this year. Patrons accessing library materials digitally is increasing rapidly. Carolyn previewed some of the highlights that will be in the final report.

11. Motion to approve and discuss updated library staff position descriptions

- Common format, library page and library assistant descriptions to come. All will be forwarded to Shellie in the very near future.
- Gary motioned to approve the descriptions as noted.
- Angie seconded the motion.
- Motion carried.

12. Motion to approve and discuss Strategic Plan

- Discussion regarding content of Strategic Plan. Approval was tabled at this time.

13. Director's Report

- Discussion from Carolyn regarding updates. A Village Comprehensive Plan update is forthcoming. Troy stated he will update the Village that the library wants to be involved in the EDM on 2/20. Carolyn would like the Library to have information in the Welcome packet.
- Angie motioned to accept the Director's Report
- James seconded the motion
- Motion carried.

14. Consideration/motion to enter into closed session pursuant to Wis. Stats. 19.85(1) (c)

Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Library director, Circulation Manager)

- (Roll call vote) Heather aye, James aye, Gary aye, Angie aye

15. Consideration/motion to arise from closed session

- Angie motioned to arise
- James seconded
- Motion carried

16. Consideration/motion on action from closed session

- No action needed

17. Discussion and Approval of Amended 2020 Library Budget

- Gary motioned to table the budget discussion to the March meeting
- Angie seconded
- Motion carried

18. Motion to discuss and possible action on Village Employee Handbook

- Angie motioned to table the motion to discuss this until the March Library Board meeting
- Gary seconded
- Motion carried.

19. Any other business that may legally be brought before the board

- None

20. Adjournment

- James motioned to adjourn at 9:18 p.m.
- Gary seconded the motion
- Motion carried.