

BE Library Board Minutes 3-17-20

1. Call to order
 - Angie called to order at 7:05
2. Roll call of members
 - Angie, Heather (via phone), James, Gary, Linda present with Carolyn
3. Proof of posting
 - Angie read this aloud
4. Adoption/amendment of agenda
 - Agenda
5. Reading and approval of minutes
 - Gary moved to approve the minutes
 - James seconded the motion
 - Motion carried
6. Emergency closure policy: review, approval, discussion and action
 - Discussion regarding language of possible policy. Draft policy modeled on other library policies.
 - Carolyn's questions
 - Inclement weather policy is separate from Epidemic and Library Health Emergency policy.
 - Employee pay and paychecks--everyone is working their hours at this point--some at home and some at the library. Pay for student workers?
 - Continue modified service model--hallway service today? A library staff meeting will be held in order to determine if this is the appropriate direction.
 - Carolyn will write a paragraph for the inclement weather policy
 - Heather made a motion for the Library Board to authorize the Library Director to select the appropriate level of service based on the circumstances until a formal policy is drafted.
 - Gary seconded
 - Motion carried
7. Village update
 - James provided an update as Carolyn was absent.
8. Friends of the Library update
 - Next meeting in May to discuss the impact of Field Days taking place on 1 day rather than 3 days on the library book sale. (Field Day--August 1st?)
9. Treasurer's Report
 - Gary provided his report.
 - James motioned to accept report
 - Angie seconded
 - Motion carried
10. Action on bills
 - Carolyn presented the bills.
 - James motioned to approve the bills
 - Linda seconded
 - The motion carried.
11. Motion to approve and discuss Strategic Plan
 - Gary motion to table
 - James seconded
 - Motion carried
12. Director's Report
 - Carolyn submitted the Director's Report
 - Gary motioned to accept the report

- James seconded
- Motion carried

13. 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)

- James moved
- Gary seconded
- Angie aye, James aye, Gary aye, Linda aye, Heather aye

14. Consideration/motion to arise from closed session

- Gary motioned to arise from closed session
- Heather seconded the motion
- The motion carried

15. Consideration/motion on action from closed session

- Heather made a motion to have the Library Board authorize Caroline to draft a formal statement regarding staff benefits and to get it signed by the approved parties.
- Gary seconded
- Motion carried

16. Discussion and Approval of Amended 2020 Library Budget

- Gary motioned to table action on this item until final numbers are assembled in one draft.
- Angie seconded
- Motion carried

17. Motion to discuss and act on Village Employee manual/library resolution amendments/plan of action

- Linda motioned to table action on this item until updated Village employee manual is available
- Angie seconded
- Motion carried

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

- Gary motioned to table
- Angie seconded
- Motion carried

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

- Angie--thank you card

20. Adjournment

Angie motioned to adjourn at 8:52 pm.

James seconded.

Motion carried.