

Black Earth Library Board Minutes

5-19-20

1. Call to order

- Angie called the meeting to order at 7:04 p.m.

2. Roll call of members

- Angie, Gary, Mary, Linda and Heather present with Carolyn
- Jerry Bourquin, citizen, present as well

3. Proof of posting

- Angie read the proof of posting

4. Adoption/amendment of agenda

- Angie motioned to amend the agenda to move the Village update forward in the agenda to accommodate Joann Hart.
- Gary seconded
- Motion carried

5. Village update

- Joann Hart, on behalf of the Village of Black Earth, joined the Library Board via Zoom to discuss a path forward regarding a benefits question for Library employees. Joann and the Library Board both had some clarifying questions that require her to gather more information to continue brainstorming as to how to appropriately resolve the issue. Joann agreed to get back to the presidents of the Village and the Library Board within one week to make a recommendation. Linda will forward the information on to the Library Board and Carolyn.
- Mary Scott is our new library/village board representative

6. Reading and approval of minutes

- Gary moved to approve the minutes
- Angie seconded
- Motion carried

7. Motion and approval of new library board officers

- Angie move to approve new officers
 - Linda Colby president, Angie Updike, VP, Heather Messer secretary, Gary Schuetz treasurer
- Gary seconded
- Motion carried

8. Friends of the Library update

- Friends donated \$1000 to the summer library program, \$1200 for COVID-19 needs, \$186 to reimburse the movie license, and \$1000 toward Hoopla. Meet again on June 24 to elect officers. \$1000 Scholarship for WI Heights will be awarded by end of the month.

9. Treasurer's Report

- Nothing out of the ordinary. Everything is balanced.
- Heather motioned to accept the Treasurer's report

- Angie seconded
- Motion carried

10. Action on bills

- Carolyn sent out the bill summary. Latest one is accurate.
- Angie motioned to accept the bills
- Mary seconded
- Motion carried

11. Motion to approve and discuss Strategic Plan

Discussion regarding distribution. Carolyn would like to present it to the Village Board. Will post it online. Maybe a copy or two for the front desk at the Library. Carolyn will write something up for Joe Block in the paper. Copy to the Friends. Post it on the library board. What's Happening In WI Heights website. On the Village website as well under the Library as a department. Should be helpful in working on the Comprehensive Plan for the Village.

- Heather motioned to approve the strategic plan distribution
- Gary seconded
- Motion

12. Discussion of Annual Review of Library Director

- Final review is still in draft form. The committee has met with the director a few times.

13. Site selection services

- Carolyn spoke with FEH Designs out of Dubuque, IA at a WI Library Association meeting last fall. They would like to provide a presentation during one of our meetings. Offers multiple levels of service. Jerry Bourquin also gave materials to Pat M through the Friends. His company has worked with several local libraries, Verona, etc. Dimension IV Madison is his company. Would like the opportunity to make a proposal for the library.
- Gary made a motion to bring FEH into to discuss in June and Dimension IV in July.
- Angie made the second
- Motion carried

14. Discussion of Annual Report Summary (Appendix Security Report)

- Carolyn distributed and put this on the website. It was also shared with the Village Board.

15. Discussion of 2020 Library Budget

- Need to table this because the insurance issue was not resolved.
- Gary motioned to table until June 17
- Heather seconded
- Motion carried

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

- Gary motioned to table until June 17
- Heather seconded
- Motion carried

17. Director's Report

- 2 Dane Co orders regarding COVID-19 since last Dane Co. Librarians' meeting, unclear at this time. DPI did determine masks can be required when people come into the library. Staff will want to know about this. Discussion regarding where patrons can move within the library, how many people per sq. ft., staffing, maybe buy floor decals, paint stir sticks idea, etc. Appointment ideas for walk ups, computer use, etc. May open by the end of the month, but lots of work to do before that happens. Carolyn has applied for another grant through WICares and hopes this will help prepare for reopening. Need to move at the appropriate pace to make reopening safe. Home library patrons are being given priority in the hold process because of COVID-19. Hoopla is coming!
- Heather motioned to accept the Director's Report
- Angie seconded
- Motion carried

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

- Finance and Communication Committee creation--Linda, Carolyn, Mary and Angie are willing to help with this. A formal motion will happen at the next meeting.

19. Adjournment

- Linda made a motion to adjourn
- Angie seconded
- Motion carried.