

Black Earth Finance and Communication Committee Minutes 7-27-20

Join Zoom Meeting

<https://us02web.zoom.us/j/81972460538?pwd=aXJ5dTdxUEVVbExReGtBWEZrT0VHdz09>

Meeting ID: 819 7246 0538

Passcode: 855345

1. Call meeting to order

- Linda called the meeting to order at 7:45 p.m. The meeting was accidentally posted at 7:00 p.m.

2. Roll call of Communication and Finance Subcommittee

- Heather, Mary, Linda, and Carolyn present along with Joe Block
- Angie joined at 8:10 p.m.

3. Proof of posting: a copy of this notice was delivered to the following on 7/24/2020, emailed to the Star News; posted at the Black Earth Municipal Building, the Black Earth Post Office and the State Bank of Cross Plains-Black Earth branch and posted on the BEPL web page (www.blackearthlibrary.org)

4. Discussion/Action on 6/29/2020 minutes

- Carolyn distributed the minutes
- Mary made a motion to accept the minutes
- Linda seconded
- Motion approved

5. Discussion/Action on Mission of Subcommittee

- **Budget Goal 1:** To get an approved draft budget to the FCC subcommittee in August for review and forwarded to the Library Board in September for review with the goal of approval.
 - Angie moved to approve this goal.
 - Mary seconded the motion
 - Motion passed.
- Carolyn will create budget options that reflect the following:
 - SCLS will contract with BPL for a 5% increase in cost.
 - Dane County will be increasing our budget--how much is unknown at this time
 - Anticipate a flat budget from the Village
- Ask the Library Board to review and possibly eliminate the practice of providing a preliminary budget to the Village Administrator without Library Board Approval.

- **Budget Goal 2:** To have a Library Board member attend the budget workshop in addition to the library board representative on the Village Board and Library Director to support the presentation of the Budget.
 - Linda made a motion to approve this goal.
 - Angie seconded
 - Motion passed

- **Budget Goal 3:** The FCC subcommittee will review all sources of funds ancillary to the Village budget.
 - Mary made a motion to approve this goal.
 - Angie seconded
 - Motion passed

- **Budget Goal 4:** The FCC subcommittee will review the current Village Employee Handbook in August this year, with a goal of moving this to July next year, and if necessary, make recommendations as to how to move forward regarding Library employee concerns and benefits.
 - Heather motioned to approve this goal.
 - Angie seconded the motion
 - Motion passed

- Mary will ask if a new draft of the Village Employee Handbook is being developed, particularly if being developed prior to October 1, 2020.
- Linda and Carolyn will summarize the changes to the Village Employee Handbook.

6. Discussion/Action on clarifying roles supporting mission

- Tabled until August

7. Discussion/Action on clarifying documents

- Tabled until August

8. Discussion/Action on communication during regular library board meetings and village board Meetings

- Tabled until August

9. Discussion/Action on communication regarding library budgetary issues

- Tabled until August

10. Any other business that may be brought before the board on future agendas

- None at this time.

11. Setting of next meeting

- August 24, 2020 at 7:00 p.m. via Zoom

12. Adjournment of BEPL Communications and Finance Subcommittee

- Angie motioned to adjourn
- Heather seconded

- Motion passed to adjourn the meeting at 9:00 p.m.