

BLACK EARTH PUBLIC LIBRARY BOARD MEETING

Tuesday, April 19 at 7:00 p.m.

1. Call to order
 - called the meeting to order at 7:01 pm
2. Roll call of members
 - Present: Colby, Moyer, Munson, Updike, Schuetz, and Anderson
3. Proof of posting
 - read the proof of posting
4. Adoption/amendment of agenda
 - Motion by Schuetz to accept the agenda.
 - Second Updike
 - Motion passed
5. Reading and approval of minutes
 - Motion by Moyer to accept the minutes for the March meeting
 - Second by Colby
 - Motioned passed
6. Friends of the Library update
 - Next meeting May 11th
 - This meeting will include their elections.
 - Anderson has prepared a list of items that the group could donate for the summer programming
7. Village update (Moyer)
 - Met on Tuesday, April 12th
 - Anderson attended and gave an overview of the annual report for the board
 - Anderson will do a meet and greet on April 30th for community members
8. Treasurer's Report
 - Presented by Schuetz
 - Motion by Updike to approve the treasurer's report
 - Second by Munson
 - Motion passed
9. Action on bills
 - Motion by Schuetz
 - Second by Updike
 - Motioned passed
10. **Discussion/Action** on school representative position
 - Two candidates are being considered by the superintendent to take this opening on the library board
 - Both candidates have a background in libraries
11. **Discussion/Action** on Director 1-year evaluation process
 - Anderson has almost been in the position for one year. Need to determine the process for the director.
 - In the past, the board formed a committee to complete the evaluation process

- Schuetz has the form from the previous evaluation and recommends using the form that was used in the past
 - Schuetz and Anderson will review the evaluation form and then route it to the rest of the board for Review
 - The committee will include Colby and Schuetz
 - The goal is to have the review finalized by the June library board meeting
12. **Discussion/Action** on Resolution #2022-02: Resolution of the Black Earth Library Board of Trustees Authorizing Designation, Carry-over, Transfer, and Reappropriation of Specified Funds from 2021 to 2022
- Motion by Schuetz to approve the resolution
 - Second by Moyer
 - Motion passed
13. **Discussion/Action** on Flooring options
- Anderson has put together quotes for replacement flooring in the library
 - Looking for noise dampening, durability, low maintenance, and ease of installation.
 - Board members should stop by the library to look at the samples that are currently in the library
 - Is there a way to protect the high traffic areas where patrons walk into the library?
14. Director's Report (Anderson)
- The teen advisory board planned an event that went really well. Hoping that the group will continue to plan fun events like this.
 - The passport program will expand into Cross Plains and Mazo for the coming summer
 - The website is in the process of being updated
 - Space needs assessment is underway with help from SCLS. There will be a report and presentation regarding future space needs and communication of these space needs.
 - Rearranging the children's room is underway. Working on finding a way to open up the space.
 - Hoping to start a walking book club in June. It will be a group that walks and talks about books while the weather is nice.
 - Printing overdue notice for patrons who do not have an email address on file. These notices are being mailed. Roughly three letters per week, so the letters do not incur a significant cost.
 - Mazo hired a new library director
 - Anderson contributed a chapter to a book based on a project that she has been working on for a few years. The book will be published in June 2022
 - Motion by Schuetz to approve the report
 - Second by Updike
 - Motion passed
15. Future agenda items
- June meeting will include a closed session to discuss Director's annual evaluation

- Flooring update
 - Welcoming the new school district representative
16. Next meeting
- May 17, 2022
 - 7 pm on zoom
 - Simone will be absent
17. Adjournment
- Updike moved to adjourn the meeting at 8:23 pm
 - Schuetz seconded
 - Motion passed