

BLACK EARTH PUBLIC LIBRARY BOARD MEETING

Tuesday, June 14 at 7:00 p.m.

1. Call to order
 - called the meeting to order at 7:00 pm
2. Roll call of members
 - Present: Colby, Munson, Schuetz, and Anderson
 - Moyer arrived at 7:55 pm
3. Proof of posting
 - read the proof of posting
4. Adoption/amendment of agenda
 - Motion by Colby to accept the agenda.
 - Second Munson
 - Motion passed
5. Reading and approval of minutes
 - #2 add Moore arrived at 7:55pm
 - #19 the time of adjournment was not noted in the meeting minutes. Members recall that the time was very near 9pm
 - Motion by Schuetz to accept the minutes for May
 - Second by Colby
 - Motioned passed
6. Friends of the Library update
 - The pie auction will be on July 26th, on Tuesday during the concert in the park
 - Book Sale will be on August 12th and 13th. They are still looking for volunteers to assist with the project.
 - They did not have anyone express interest in taking the group's president role. They are still seeking a candidate.
7. Village update (Moyer)
 - Motion to table report until Moyer arrives at the meeting by Schuetz
 - Second by Colby
 - Motion passed
 - Visitor to the village board meeting, from Representative Pocan's office. He mentioned that staff is available at the federal level to hear and assist with local projects.
8. Treasurer's Report
 - Presented by Schuetz
 - Motion by Colby to approve
 - Second by Schuetz
 - Motion passed
9. Action on bills
 - Motion by Schuetz to approve the bills
 - Second by Munson
 - Motioned passed

10. **Consideration/motion** enter into closed session, Library Director Review
 - Motion to enter closed session by Schuetz
 - Second by Colby
 - Motioned passed
 - Roll call vote: Schuetz, Colby, and Munson
11. **Consideration/motion** to arise from closed session
 - Motion to arise from the closed session by Schuetz
 - Second by Munson
 - Motion passed
12. **Consideration/motion** on action from closed session
 - Motion to approve the director's annual review as amended in closed session by Schuetz
 - Second by Colby
 - Motion passed
13. **Discussion/Action** on substitute page position
 - The summer schedule for the pages is hectic, and there is a need for a substitute page. They would not always have a regular shift but would fill in when regular pages are not available.
 - Pay would be the same, and it would not affect the budget because we would not be adding additional hours for pages
 - This would be a new position and would be very part-time to fill in when the regular pages are away.
 - Motion by Schuetz to approve the new position of the substitute library page
 - Second by Colby
 - Motion approved
14. **Discussion/Action** on space needs assessment and ADA compliance information
 - The board reviewed the space needs assessment documents.
 - Anderson visited the New Heights Lutheran Church to get an idea of the size. The size of the church is the recommended size for space needs.
 - ADA documents
 - i. Anderson will move forward with the anchoring the shelves to the wall in the children's area
 - ii. The children's computer will be moved once the new carpet is installed
 - iii. Recommended change to the door handles will be an easy fix
 - iv. The walkways are harder to fix, but we will continue to assess furniture
 - Anderson plans to present these findings to the Village Board
15. **Director's Report (Anderson)**
 - Decrease in database usage
 - Circulation continues to rise
 - Walking bookclub was rained out
 - Rock painting was a success
 - We will be participating in the local holds program, so that new fiction is more likely to be available for locals when needed.
 - The next Friends of the Library meeting will be on July 6th

- The next walking book club is on July 9th
 - The air conditioner has been repaired
 - There will be a pop-up library at the Concert in the Park and the BE farmers market. They will be able to check out select items, get a library card, and there will also be craft kits.
 - The Summer Library program is underway
 - Anderson submitted a grant for some money for swag for the library programs. The grant was successful and more prizes are coming.
 - Motion by Schuetz to approve the report
 - Second by Moyer
 - Motion passed
16. Future agenda items
- Discuss the timing of the annual review with the timing of possible pay increases.
 - Bringing back flooring options for the next meeting.
17. Next meeting
- Wednesday, July 20, 2022
 - 7 pm on zoom
18. Adjournment
- Munson moved to adjourn the meeting at 8:29 pm
 - Schuetz seconded
 - Motion passed