

BLACK EARTH PUBLIC LIBRARY BOARD MEETING

Tuesday, September 20 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, Munson, Moore, Schuetz, and Anderson
 - Moyer arrived at 7:55pm
3. Proof of posting
 - read the proof of posting
4. Adoption/amendment of agenda
 - Schuetz moves to amend the agenda to postpone discussion of the New Heights Lutheran Church until member Moyer arrives. It will be moved to item 14 on the agenda.
 - Second by Colby
 - Motion by Schuetz to accept the agenda.
 - Second
 - Motion passed
5. Reading and approval of minutes
 - The early section of the minutes was missing because the secretary was late to the meeting. The minutes were updated
 - Motion by Colby to accept the minutes for the August 16th meeting as amended
 - Second by Moore
 - Motioned passed
 - Motion by to Moore accept the minutes for the August 31st meeting
 - Second by Colby
 - Motion passed
6. Public Comments
 - No Comments made
7. Friends of the Library update
 - Friends fundraisers were very successful this summer.
 - The group agreed to help with funding for the summer library program. The library will be reimbursed for those expenses.
 - The next meeting is October 12th at 4:30
 - The Friend's group now has an email newsletter.
8. Village update (Moyer)
 - Schuetz made a motion to delay this report until Moyer is present.
 - Second by Colby
 - Motion passed
 - The report provided at 7:58 pm
 - Shellie has resigned and her last day is Friday 9/23

- Requesting an exception from the County Library Tax
 - The Library director gave a report at the last board meeting.
9. Treasurer's Report
- Presented by Schuetz
 - Motion by Colby to approve the treasurer's report
 - Second by Moore
 - Motion passed
10. Action on bills
- Motion by Munson
 - Second by Moore
 - Motioned passed
11. **Discussion/Action** on amended services during carpet installation
- The carpet install will be October 24th-28th, 2022
 - The company advised that the smells and fumes from the carpet installation will be strong. The recommendation is that we would offer a holds service only based out of the community room of the building.
 - Visitors would not be able to browse but would be able to pick up their holds.
 - We would also amend service hours to close at 4pm, so as to not interfere with other village meetings.
 - Nothing would be due and no holds would expire during that period
 - No service on Saturday.
 - There will be no programming during that week.
 - Anderson would be there to assist with the furniture move, and another staff member (at minimum) would be there to staff the hold services.
 - Motion to approve the plan to change the service plan during carpet installation.
 - Second by Munson.
 - Motion passed
12. **Discussion/Action** on Budget Draft
- Included a 4% increase in wages
 - Included an increase in the budget for books, because we have seen an increase in spending this year.
 - Increased revenue has allowed us to increase the budgeted amount of books, and databases.
 - Anderson has been evaluating some of the databases based on use. Based on this evaluation she is recommending that we eliminate our subscription to the AtoZ databases. And then recommend adding AtoZ World Travel and AtoZ Food in America for the same price.
 - Added the money from other counties into the revenue column for budget transparency.
 - Overall the budget is \$7,000 higher than last year, and the overall ask from the Village will be \$5,000 more than last year.
13. **Discussion/Action** on Animal Policy
- Draft policy reviewed

- The board will review the policy again next month.
- Schuetz moved to table the policy approval to the October meeting
- Second by Colby
- Motion passed.

14. Discussion/Action on New Heights Lutheran Church tour

- Discussion of the potential site and the feasibility of the project
- Concerns include the boiler, reinforcement of the floors, the concerns of ADA compliance.
- It is difficult to see how the space would be cost-effective for a renovation project.
- The ability to raise the funds is a significant concern.
- The needs of an urban and rural library are different.
- The only way to fully understand these costs would be to have an architect provide consultation regarding costs.
- A project of this size would likely take years.
- When the current library was built. There is a plan that was created for the current building to be expanded.
- Schuetz moved to direct the library director to create a request for a proposal for an architect or professional to conduct a feasibility study for putting the Black Earth Library into the New Heights Church building.
- Second by Colby
- The proposal could be written in phases so that the project could be considered from the perspective of what is needed to move into the space, and then future phases could be designed for expansion and future needs.
- Motion passed
- Moyer will make sure that the village board is notified of our plans to move forward.

15. Director's Report (Anderson)

- Door counts continue to increase
- August also saw an increase in digital streaming services
- A lot of popular programming in August as well
- Anderson attended a training session on building projects.
- Working on creating a partnership with the Black Earth Children's Museum. Talked about a possible joint summer kickoff project, and cross-promotion.
- Using some Facebook ads to promote some programming.
- The children's computer has been moved.
- AED machine training for staff is currently being planned
- Hotspot has been checked out since May. Anderson did contact the Sheriff's Deputy to try and get it back.
- Motion by Colby to approve the report
- Second by Schuetz
- Motion passed

16. Future agenda items

- Review/vote of animal policy

- Review the request for proposal for the feasibility study
 - Budget approval
17. Next meeting
- October 18, 2022
 - 7 pm on zoom
18. Adjournment
- Schuetz moved to adjourn the meeting at 8:49 pm
 - Munson seconded
 - Motion passed