

BLACK EARTH PUBLIC LIBRARY BOARD MEETING MINUTES
Tuesday, January 17, 2023 - 7:00pm

The meeting of the Black Earth Library Board was called to order at 7:06 pm on Tuesday, January 17th, 2023. Roll call was taken, Schuetz, Moore, Moyer, Anderson and Friends of the Library representative Koenig were in attendance. Colby was absent. Proof of posting was confirmed. Moyer moved approval of agenda as presented. Moore seconded. Motion passed unanimously. Moyer moved approval of the minutes of the 12/20/22 Meeting. Moore seconded. Motion passed unanimously. There was no public comment.

FRIENDS OF LIBRARY UPDATE: Annette Koenig provided a brief Friends of the Library update and wanted to remind everyone that the Trivia Night Fundraiser is fast approaching and will be held on Saturday, 02/04/23 at Base Camp in Mazomanie. Annette also reported the next meeting of the Friends of the Library will be on Wednesday, 02/18/23.

VILLAGE UPDATE: Moyer provided a brief update from the Village Board meeting held on January 3rd, 2023. The only update pertained to the status of the Cleaning contract currently out for bids through the RFP process. These will be reviewed and expected action will be taken at the February board meeting. No other updates.

TREASURERS UPDATE: Schuetz provided a Treasurer's report which reflected no change from the previous month. Moore moved approval of report. Moyer seconded. Motion passed unanimously.

ACTION ON BILLS: Schuetz reviewed the bills that were presented for payment and questions were addressed as presented. The SCLS bill was reviewed in more detail due to the amount of the invoice. Moore moved approval of invoices as presented. Moyer seconded. Motion carried unanimously.

INTERVIEW QUESTIONS - Architectural Firms: Questions were reviewed as presented. Schuetz suggested one additional question which would include asking what was the most unique item they have been asked to build or incorporate into a library design and build. All were in agreement this would be a worthwhile question to include and would fit nicely into the Library experience portion of the questions (7-8). Anderson will incorporate that question into the question document. No other questions or suggestions were offered. Moyer moved approval of questions. Schuetz seconded motion. Motion carried unanimously.

RUBRIC - Architectural Firms: Rubric was reviewed as presented. Only suggested change was to adjust rubric to include the question as approved above. Schuetz moved approval of rubric. Moore seconded the motion. Motion passed unanimously.

CIRCULATION POLICY: Anderson reviewed the proposed changes to the Circulation policy. The change include the title to BE Public Library Circulation Policy. No other changes were suggested and Schuetz moved approval of policy as presented. Moore seconded Motion passed unanimously.

DIRECTORS REPORT: Anderson provided her monthly Directors report including the following updates:

1. Statistics for December which reflected a slower month due to holidays and weather related events.
 2. Programming results for the month of December.
 3. Meetings and events attended.
 4. Upcoming programming events and meetings.
 5. Library News - Which included update on Substitute Library Assistant, Recommendation Station, Cleaning update, Adult Craft night and also that State Tax forms have been received with federal forms expected to arrive soon.
- Questions were addressed as presented. Moore moved to approve Director's report. Moyer seconded. Motion passed unanimously.

FUTURE AGENDA ITEMS: Suggested items were Interview schedules tentatively set for Friday, 02/10 from 1-5pm.

NEXT MEETING: Next meeting date is Tuesday, 02/21/23 at 7:00pm.

ADJOURNMENT: With no other business to be presented. Schuetz moved to adjourn meeting. Moyer seconded. Motion carried unanimously and meeting adjourned at 7:48pm.