

**BLACK EARTH PUBLIC LIBRARY
1210 MILLS STREET
BLACK EARTH, WI 53515
608-767-2563**

1. Call to order at 7:02 PM.
2. Roll call of members
 - Cathy, Gary, MJ and Bailey
 - Dylan Helmenstine arrived at 7:45 pm.
3. Proof of posting
 - Delivered 7/12/24 Star News, BE Municipal Bldg, BE post Office, BE Library web page
4. Adoption/amendment of agenda
 - Motion to approve to accept agenda by Cathy, 2nd by Gary to approve agenda as presented. Motion approved.
5. Public comment
 - No public comments shared at this time.
6. Reading and approval of minutes from 6/19, 7/8
 - Motion to approve 6/19/24 - with updates to the name "Sweeney" to correct spelling in document, and on page 2, there is an incomplete sentence that needs clarification - made by MJE; 2nd by Gary. Motion to approve meeting minutes for 6/19/24.
 - 7/8/24 minutes were reviewed. Motion to approve made by Gary; 2nd made by Cathy. Motion to approve closed session minutes from 7/8/24. Minutes approved.
7. Friends of the Library update
 - We now have a new email for the friends: Befriendsoflibrary@gmail.com
 - Pie Auction coming up on July 30th at the Concerts in the Park - Come listen to some Neil Diamond and bid on a pie - also looking for pie donations if you like to bake pies!
 - Book Sale - Friday/Saturday August 9th and 10th. Bring your own bag and fill it for \$5, any size bag! Could use some additional help carrying up books on Thursday, August 8th at 3:00 p.m.
 - Caro, our At Large Member, is designing a logo for the Friends, are putting together a poster to use at all fundraising events.
 - Working on setting up a Venmo and PayPal account for easier donations and payments at fundraisers – offers option other than cash or check payments.
 - Are going to purchase a donor platform. This will help to facilitate, accept online donations, record and acknowledge gifts. We also hope this will help when fundraising for our library. We want to give a shout out and BIG Thank you to John and Barbara Bird for offering to pay for the first annual membership to this platform.
 - We want to grow our membership. We plan on doing a bulk mailing in October of 2024 and are currently brainstorming on other ideas
8. Village update (Helmenstine)
 - Table item #8 until after #12; motion by Gary/2nd by Cathy/motion approved
9. Treasurer's Report (Schuetz)
 - Motion to table approval of treasure's report until July 2024 when report is completed. Cathy motioned to table approval of treasurer's report. MJE 2nd. Motion approved.
10. Action on bills

- Summary of bills: Gary and Bailey explained the services provided by listed vendors; Gary has invoices to accompany bills; question re: credit card billing summary and categorization of charges versus how checks are listed and approved; the specific question is related to the review of the individual charges; staff needs to provide invoice for each charge; there is 1 check cut per voucher. The credit card payment is one voucher.
 - Motion to approve bills as present by Gary/2nd by Cathy. Motion to approved by all.
11. **Discussion/Action** on director review progress
- Cathy has received the Director's Review paperwork; she's reviewed asked for clarification if document is intended to list Director's Goals as well as what Director should be doing. She asked for clarification on the rating scale of 1-10 to provide more description.
 - Gary - look at goals that have been set by Director, Staff and Board review goals; evaluate how we did each year; i.e. did we meet; exceed, needs improvement; needs to continue/ongoing responsibility
 - Cathy and Gary will work on language to provide consistency and clarity
 - Cathy and Gary will begin work on this going forward. Will reach out to Friends of Library as well as Village employees for feedback.
 - Timeline - Bailey will be gone for extended vacation (7/24-8/14) she would like 1-2 weeks for self-evaluation and responses after vacation.
12. **Discussion/Action** on GO Note spending
- Village approved grant request. Based upon both Bailey's and Dylan's understanding, \$50K was set aside for municipal improvements but there isn't a designated project or list of projects for that money at this time. At this time, it seems that the recommended projects (new roof for municipal building/new copier/\$12,500 for The Sweeney Group Study) have not been approved.
 - 12.5 - Village Updates - Reposting Village Clerk position
 - BE Elementary Building may come up for sale; one village board member would like to purchase a portion of that land or building;
13. Director's Report (Anderson)
- Director's Report- consistent to higher use of library for June and July
 - Meeting with copier/printing vendors
 - Information Security Training for staff who have SCLS email accounts to help reduce liability for SCLS.
 - Flexible Facilities Program grant submitted.
 - Awarded Beyond the Page funding - Titanic Class Study Through Food; Author Talk in March 2025
 - i. Discussion re: program reimbursement possibilities for attendees who live outside BE library area
Gary motion to approve /Dylan 2nd; motion to approve carried.
14. Future agenda items -
- Director Review Progress
 - Village Survey for Comprehensive Plan Discussion (Date TBD)
 - The Sweeney Group Follow-Up
 - Other suggestions should be forwarded to Bailey Anderson
15. Next meeting - August 27 at 7 pm
16. Adjournment - Cathy/2nd by Gary -motion carries