

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

Public notice of meeting of Black Earth Library Board

Notice is hereby given to the public and to the news media, pursuant to s. 19.84, Wis. Stats., that a meeting of the Library Board of the village of Black Earth will be Tuesday, August 19, 2025 at 7:00 p.m. The August 19th Black Earth Library Board Meeting will be held using the remote meeting platform Zoom. This link can be emailed to you by request to chuston@blackearthlibrary.org.

<https://us02web.zoom.us/j/81093410892?pwd=T2ljWEdqaDBYZzdSMjdjSUJjUoJsUTog>

Meeting ID: 810 9341 0892

Passcode: 346983

Or Dial +1 312 626 6799 using same meeting ID and passcode

1. Call to order
2. Roll call of members
 - a.) All Present
3. Proof of posting
4. Adoption/amendment of agenda
 - a.) Motion to adopt agenda by Schuetz, Seconded by Ederer
5. Public comment
 - a.) No public comments this evening
6. Reading and approval of minutes from July
 - a.) Motion to approve by Ederer, Seconded by Cavanagh
7. Friends of the Library update (Koenig)
 - a.) Pop up book sale during field days. Made \$146.60. One member has stepped down. Have found two new members, bringing the total of at-large members to three. Planning annual Membership drive in October
8. Village update (Cavanagh)
 - a.) Mitch is going to look into what the fire load would be added by placing shelves in the hallway of the Village Office. If they add too much fuel for a potential fire, they cannot be allowed.
9. Treasurer's Report (Crane)
 - a.) Crane identified a discrepancy in the report. Schuetz has helped account for this: the June 2025 report reflects a check out to an author that was duplicated in the August report. After removing this, the report is balanced and correct.
 - b.) Motion to approve by Cavanagh, Seconded by Rolfe
10. **Action** on bills
 - a.) Motion to approve by Crane, Seconded by Ederer
11. **Discussion** – 2025 Budget to date
 - a.) Huston estimated that the 2025 total costs are on track for the remainder of the year.
 - b.) Noticed that WT Cox (periodical subscription service) may have changed their invoice scheduling. A representative in the billing department is working to clarify if anything more is owed and if so, when to anticipate that bill.

- i. Schuetz requested Huston look into getting the billing cycle simplified.
- 12. **Discussion** – 2026 Preliminary Budget
 - a.) So far, 2025 is right on track, so Huston is planning to request a small percentage increase per budget line items for 2026.
 - b.) Looking into how the Village handles cost of living pay increases
 - i. Schuetz asks the board to think about whether there is a preference for how an annual raise is determined for employees, ie. merit based versus even spread between all employees
 - c.) Miles is resigning, which leaves room to give his hours (20 hours/week) and responsibility to some of the other substitutes on staff. Hoping to find someone who has comfort with social media work.
 - i. Schuetz suggested also considering evaluating how the current staff is structured.
 - ii. Huston pointed out that each position is limited to a certain amount of hours. Increasing these hours could require approval from the Village.
 - iii. Rolfe asked who handles the fundraising and grant writing on the staff. Huston handles these responsibilities.
- 13. **Discussion** – current Technology Policy per filtering
 - a.) Huston read the current filtering policy.
 - i. Cavanagh asks for clarification on the referenced legislation. Installing the software qualifies an institution for some reimbursement for new networking equipment.
 - ii. Rolfe asked if South Central system has any statistics that can speak to whether any filterable content is ever flagged at our branch
 - iii. Schuetz requested more details on the type of content identified by the legislation mentioned
- 14. **Discussion/Action** – Thanksgiving closure
 - a.) Motion to approve closure on Thanksgiving (Thursday) and Black Friday by Schuetz, Seconded by Cavanagh
- 15. **Discussion/Action** – Christmas closure
 - a.) Motion to approve closure on the 24th, 25th, 31st, and 1st by Schuetz, Seconded by Crane
- 16. **Discussion/Action** – Usage of past donor funds
 - a.) Huston reported that donors have not indicated that they want their donations used in any particular way. Would like to these funds to be used at the Director's discretion.
 - i. There is a specific bylaw in place that allows the library director to purchase up to a certain amount without board approval.
 - ii. Huston asked whether there are unspecified donations in the general checking account and whether any of that is available for discretionary use.
 - b.) Motion to give director discretion to utilize the donated funds by Schuetz, Seconded by Rolfe
 - c.) Huston also was approached by a community member asking whether the library has a building fund.
 - d.) Rolfe asked Huston to consider using social media to highlight the donors as a way of thanking them and bringing attention to the library.
- 17. **Discussion/Action** – Committee focus mission

- a.) Crane reviewed the responsibilities envisioned for the committee; how to determine the dollar amount required and what can actually be raised and how it would be raised (donations, taxes, etc.); and the ideal composition of the committee, including recruitment of community members in partnership with local businesses and social media
- b.) Schuetz requested that the board members look at the Committee document and respond with any requests for changes by next Monday (25th)
- c.) No action required this week
- 18. Director's Report (Huston)
 - a.) Reported on circulation statistics, wifi, database usage, Adult crafting and "Identifying Scams and Fraud" presentations; Wading in BE Creek went very well; Driftless Park Passport program has started, will run through October 15th; Teen Advisory Board; was able to package up the craft that was left over due to the tornado warning; building out a board with more visuals on library offerings; Kirsten's kid programs starting in September
 - b.) A group that advocates for solar energy adoption has reached out and will provide materials to the library about solar energy; a vendor that installs solar panels is coming to give a presentation on domestic solar panels
 - c.) Looking into Lakeridge Bank providing a monthly financial education program
 - d.) Looking into starting a Mystery Book club and monthly "make and take" activity for adults
 - e.) Upcoming, Author fair Nov. 7th, looking for local authors
 - i. Huston asked for thoughts on increasing the stipend beyond \$50 if an author needs this.
 - 1. Encouraged Huston to consider using the library donations for this increase
 - f.) "Renew your library card" month - asking local businesses to offer discounts if you show your library card.
 - g.) Grants applied for healthy eating/cooking themes; kitchen aides for healthy cooking for checkout; database available "LibraryChef" that provides programming, recipes, etc.; "Beyond the Page" grant for author fair, Poe, band "Book Night"
 - h.) Motion to approve report by Schuetz, Seconded by Ederer
- 19. Review of Trustee Essentials Chapter 2
 - a.) Motion to table until next month by Schuetz, Seconded by Rolfe
- 20. Future agenda items
 - a.) Follow up on the billing cycle with WT Cox
 - b.) Discuss preferences on how raises are allocated
 - c.) Any follow up on whether South Central internet filtering has statistics available; any further details on what content the relevant legislation targets
- 21. Next meeting
 - a.) Scheduled for 9/16/2025
- 22. Adjournment
 - a.) Motion to adjourn at 8:55 by Crane, Seconded by Schuetz

Carla Huston, Library Director

PROOF OF POSTING:

A copy of this notice was delivered to the following on 8/15/2025:

Emailed to the Times Tribune, the official newspaper for the Village. Posted at the Black Earth Municipal Building, the Black Earth Post Office, and the Black Earth Library Web Page

(www.blackearthlibrary.org). **Please Note:** IF YOU NEED ASSISTANCE IN ORDER TO ATTEND THIS MEETING, PLEASE CALL THE LIBRARY AT 608-767-4905.