

## Black Earth Library Minutes 1-15-19

1. Call to order 7:03 p.m.
2. Roll call of members Angie, Brian, Gary, James, Carolyn, Heather
3. Proof of posting
4. Adoption/amendment of agenda  
Bill carry over tabled to next meeting  
    Motion to adopt Gary  
    Seconded Angie  
    Motion passed
5. Reading and approval of minutes  
    Motion to approve--Gary  
    James seconded  
    Motion passed
6. Friends of the Library update  
    \$600 from the Friends auction  
    Next Friends of the Library meeting 1/16/19, 5:30 p.m.  
    Discussion regarding the income question on the Friends survey
7. Village Board update  
    Cenex location option seems less likely to be viable
8. Treasurer's Report  
    Several donation funds were used completely to purchase the Vox books  
    Motion to approve--Gary  
    Angie seconded  
    Motion passed
9. Discussion on elimination of overdue fines  
    Staff asked how much money would be lost if we eliminated fines for overdue materials. Brian reports this would be somewhere in the neighborhood of \$500 on average for BE Library. Unsure if Mazo Library would be interested in doing this as well. Carolyn will get info broken down by adult vs children's materials library fines and will discuss the elimination of fines with the Friends. Most members of the SCLS still collect fines except for 8 members.
10. Action on bills  
    Still a few from December. End of the year report is not complete at this time.  
    Motion to approve the bills--Angie  
    Heather seconded  
    Motion passed
11. Director's Report

Nominating committee--April? We have one nominee, Linda Colby. Could be Brian's replacement. Gary will remain for another term. No nominating committee needed. Brian will have a protocol for how he balances the books for the library by the next meeting.

Annual report season. Next board meeting will be on 2/26 at 7pm.

Employee Manual--New Year's eve--half day holiday according to Shellie. BE library employees weren't aware so they worked the whole day. There is some confusion as to what holidays the BE library staff has and what is covered in the employee manual. James is going to clarify whether library board recommendations regarding the employee manual were accepted and what the next steps are. James will also request a formal response from the Village board to the BE library board regarding the proposed changes. Carolyn will do some follow up with other contacts as well.

Carolyn shared some information and a packet from the architectural firm--Vierbicher. Discussion followed regarding how to move forward on the strategic plan. Moving forward with survey at this point. Would Vierbicher be interested in reviewing the survey before we send it out? Other professionals? Dimension 4 was not successful in helping Middleton and several other libraries in creating their library remodel plans. Wills, a non-profit, charged \$6000 to help with the community survey for Middleton. Carolyn will ask Vierbicher and Wills what it will cost to have a consultant look over the survey and how quickly that could happen.

James brought up the idea of having someone analyze use of the current floor space and if a possible redesign could help. The BE library board would need help with this analysis. More discussion followed regarding how additional space would be used. An emergency exit needs to be available for staff safety while in the office space.

James made a motion to approve

Gary seconded

Motion approved

12. Any other business that may legally be brought before the board

13. Adjournment

Angie motion to adjourn

Gary seconded

Motion passed to adjourn at 8:30 p.m.