

## BEL CFSC Minutes 8-24-20

### 1. Call meeting to order

Linda called the meeting to order at 7:13 p.m.

### 2. Roll call of Communication and Finance Subcommittee

Mary, Linda present with Carolyn. Heather arrived at 7:22 p.m, Angie arrived at 8:13 p.m.

3. Proof of posting: a copy of this notice was delivered to the following on 8/21/2020, emailed to the Star News; posted at the Black Earth Municipal Building, the Black Earth Post Office, at Kwik Trip and posted on the BEPL web page ([www.blackearthlibrary.org](http://www.blackearthlibrary.org))

- Linda read the proof of posting.

### 4. Discussion/Action on 7/27/2020 minutes

- Mary motioned to approve the amended minutes
- Linda seconded the motion
- Motion passed

### 5. Discussion/Action on Mission of Subcommittee

- Tabled

### 6. Discussion/Action on clarifying roles supporting mission

- Tabled

### 7. Discussion/Action on clarifying documents

- Tabled

### 8. Discussion/Action on communication during regular library board meetings and village board meetings

- Tabled

### 9. Discussion/Action on communication regarding library budgetary issues

- Linda made a motion to approve the language of the Budget document proposal:
  - The Library Board must approve budget documents at the September meeting before external release.
- Heather seconded the motion
- The motion passed.

### 10. Discussion/Action on 2021 Library Budget Proposal

Potential changes:

- 4% increase has been added to the areas Shellie recommended, heat/utilities, health insurance, telephone, and cleaning contract.
- \$200 increase life insurance for an additional part-time employee
- Possible 4% retirement increase to cover additional part-time employee (based on 2020 wages) will probably be closer to a 7% increase.
- Hoopla/Kanopy databases increase of \$1000 to cover this new service
- Other potential benefits changes

11. Consideration/motion to enter into closed session pursuant to Wis. Stats. 19.85(1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.(Employee handbook adoption, Employee health insurance/125 plan/retirement benefits in 2021 library budget, Employee pay raises policy)  
(Roll call vote)

- Heather aye, Mary aye, Linda aye, Angie aye

12. Consideration/motion to arise from closed session

- Angie moved to arise from closed session
- Heather will second
- Motion passed

13. Consideration/motion on action from closed session

- Angie motioned to bring the revisions to the BE Personnel Manual back to the September library board meeting from the CFSC.
- Mary seconded the motion
- Motion passed

- Mary motioned to recommend the 20-21 draft of the BE library budget for acceptance by the BE Library Board at the September meeting.
- Heather seconded the motion
- Motion passed

- Mary motioned to recommend the BE Library Board not reauthorize the BE Library Section 125 plan after December 31, 2020.
- Angie seconded the motion
- Motion passed

- Angie motioned to recommend the BE Library Board remove the cash in lieu benefit as of December 31, 2020.
- Mary seconded the motion
- Motion passed.

- Employee pay raise policy discussion was tabled.

14. Any other business that may be brought before the board on future agendas

15. Setting of next meeting September 28 at 7:00 p.m.

16. Adjournment of BEPL Communications and Finance Subcommittee

- Mary motioned to adjourn the meeting at 9:26 p.m.
- Heather seconded
- Motion passed.