

Black Earth Library

Finance and Communication Sub-committee Minutes 9-28-20

<https://us02web.zoom.us/j/87618239855?pwd=d01EWFJWRmtXN0s4N1hKUzM2S2xzUT09>

1. Call meeting to order

- Linda called the meeting to order at 7:04 p.m.

2. Roll call of Communication and Finance Subcommittee

- Mary, Linda, Heather present with Carolyn and Village Board member Scott Patchin
- Angie arrived at 7:08 p.m.

3. Proof of posting: a copy of this notice was delivered to the following on 9/24/2020, emailed to the Star News; posted at the Black Earth Municipal Building, the Black Earth Post Office, at State Bank of Cross Plains-Black Earth Branch and posted on the BEPL web page

([www.blackearthlibrary.org](http://www.blackearthlibrary.org))

- Linda read the proof of posting

4. Discussion/Action on 8/24/2020 minutes

- Heather motioned to approve the minutes
- Mary seconded the motion
- Motioned passed

5. Discussion/Action on communication regarding library budgetary issues

- Budget was turned in today with 2 waivers signed. The budget workshop was set for October 10th and both Carolyn and Linda will be present.

6. Discussion/Action on 2021 Library Budget Proposal

- Discussion: The 20-21 BEL budget proposal was turned into Shellie B today (9/28/20). Shellie and Carolyn reviewed the budget page by page. Shellie had no questions, but did express a couple of concerns regarding language in the BE Village Employee Manual. This may need to be updated. Linda offered to attend the budget workshop with Carolyn.

7. Discussion/Action on 9/1/2020 Complaint to Village Board regarding Library Facebook Page

- What defines a situation when the BE Library Board president needs to make a decision without the Director?
- Carolyn and Linda will work together on a proposal for the chain of command for communication purposes and changes to the BE Library Employee Manual regarding conduct questions for Library employees.
- Carolyn researched policies from other Libraries and DPI that might be similar to what is needed to address this situation. Multiple policies were related, but none fit exactly. Possible options, all issues are directed to the Library Director or having a form that is filled out with contact information. In prior incidences, the Library Board president was also involved though not without the library director. Maybe explain the library hierarchy in this proposal. Scott recommended that we label it a concern form. The concern form goes to a Library director and it gets handled.

- Approved the support of the freedom to read, need to look at the ALA Bill of Rights. This has implications for the type of complaint we got related to equity, diversity, and inclusion. Also need to review the Collection Development policy (materials selection policy) related to the concern form. Carolyn will inform the Library Board regarding this after she reviews this information.

8. Discussion/Action on Mission of Subcommittee

- Tabled

9. Discussion/Action on clarifying roles supporting mission

- Tabled

10. Discussion/Action on clarifying documents

- Tabled

11. Discussion/Action on communication during regular library board meetings and village board Meetings

- Tabled

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

- none

13. Setting of next meeting

- November 2, 2020 at 7p.m.

14. Adjournment of BEPL Communications and Finance Subcommittee

- Mary motioned to adjourn the LFCS
- Angie seconded the motion
- Motion carried.