

Draft BE Library Board Meeting
June 16th, 2021

1. Call to order

- Schuetz called the meeting to order at 7:00 p.m.

2. Roll call of members

- Schuetz, Updike, Colby, Munson, Hodson present with Bailey Anderson

3. Proof of posting

- Schuetz read the proof of posting

4. Adoption/amendment of agenda

- Motion by Colby
- Second Updike
- Motion passed

5. Reading and approval of minutes

Correction to Minutes: 12. Schuetz is the name on the minutes.

- Motion by Schuetz
- Second by Colby
- Motioned passed

6. Friends of the Library update

- The pie sale will take place in driveway near the concert grounds. Hopefully still a great fundraiser. The date is TBD.
- Book sale will happen on August 14th in coordination with the village parade, and park reopening
- Trivia with Mazomanie, date is TBD. Mazomanie will host the event

7. Village update (Hodson)

- Next meeting dates will be switched due to concerts in the park
- The pie sale was mentioned at the village meeting and discussion of best location

8. Treasurer's Report (Schuetz)

- Inactive lines will be removed from next month's report
- Updike motioned to accept the report
- Hodson seconded the motion
- Motion carried

9. Action on bills

- Schuetz presented the bills
- Updike motioned to approve the bills
- Hodson seconded the motion
- Motion carried

10. Discussion/Action on Director standards and evaluation

- Six-month review with the director, we should be able to adapt one of the forms to our needs for the review.
- The six-month review would take place in November.
- The review could be done by the entire board (completing review form independently).
- Discussion would then happen in closed session.
- Colby will review forms and try to combine the forms. She will present the combined form at our next meeting.

11. Discussion/Action on in-depth audit

- Reviewed audit to determine if the library board should adjust current procedure.
- The audit suggests the 10th of each month as a deadline. The board doesn't know why this date was chosen.
- Recommended that Anderson check-in with the village to see if any of the recommendations would be good to adopt.

12. Discussion/Action on selling of library discards at Friends of the Library sale

- Anderson recommends that we begin selling discards through the Friends of the Library Group.
- We would like to have an agreement in place with the Friends Group in order to sell the discards.
- Add a statement that the agreement can be terminated by either party with 60 days notice. Sale of items is at the discretion of the Friend of the Library and may be discarded if the item cannot be sold.
- Motion by Schuetz
- Second by Hodson
- Motion passed

13. Discussion/Action on revised Overdue, Lost, and Damaged Policy

- Update to the policy on the website to reflect our fine free status.
- Motion by Hodson
- Second by Colby
- Motion passed

14. Discussion/Action on letter to Dane County Library Boards from Tracy Herold, Director of Dane County Libraries

- The county will not use circulation stats to determine funding. They will use the average from 2018, 2019, and 2021. The stats from 2020 will not be used.

15. Director's Report (Anderson)

- Anderson presented the Director's Report.
- Updike motioned to accept the Director's Report
- Schuetz seconded the motion
- Motion carried

16. Future agenda items

- Review 6-month evaluation form
- After Anderson meets with the village administrator about the audit, check back in with the library board.
- In July: check in on budget process

17. Next meeting

- Wednesday, July 21st, 2021, at 7pm
- Updike will not be at this meeting

18. Adjournment

- Updike moved to adjourn the meeting at 8: pm
- Hodson seconded
- Motion carried