

Black Earth Library Board Minutes 1-20-21

<https://us02web.zoom.us/j/82995513018?pwd=aDE3RC90N1VRRTF6WXFCc3c0YXdUdz09>

Meeting ID: 829 9551 3018

Passcode: 484125

Or by phone: dial +1 312 626 6799 US (Chicago)

1. Call to order
 - Schuetz called the meeting to order at 7:36 p.m.
2. Roll call of members
 - Schuetz, Updike, Scott, Colby, Munson, present with Shaffer and Rogers
 - Members of the public: Joe Block, David Stanfield, Gaila and Gary Olson, Mary Boettcher, Mary Miron, Barbara Borns, Nancy Bruins and Pat Mommaerts and Lisa Lutz
3. Proof of posting
 - Schuetz read the proof of posting
4. Adoption/amendment of agenda
 - Updike motioned to adopt the agenda.
 - Colby seconded the motion
 - Motion passed
5. Reading and approval of minutes
 - Scott motioned to approve the minutes
 - Updike seconded
 - Motion passed
6. Introduction of new library board member, Simone Munson
 - Simone introduced herself to the board
7. Discussion/Action on reassignment of trustee offices
 - Colby motioned keep the officers the same until April 2021
Schuetz-President and Treasurer, Colby-Vice President, Updike-Secretary, Munson-Trustee and Scott-Village Board Representative
 - Scott seconded
 - Terms: Colby 2022, Updike 2023, Scott 2021, Munson 2024 and Schuetz 2022
 - Motion passed
8. Discussion/Action on library director exit interview
 - Colby motioned for Schuetz and Updike to have an exit interview with Shaffer on January 31st at 6:15 p.m.
 - Munson seconded
 - Motion carried
9. Discussion/Action on replacement library director job advertisement
 - Shaffer, Rogers, Colby and Updike met to go over the draft library director job advertisement after a rough draft had been drafted by Rogers and Shaffer

- Scott motioned to approve the job description of the library director as submitted and then amended the motion to approve the job description of the library director for the advertisement as submitted
- Colby seconded
- Motion carried
- Discussion was had about a timeline. Applications are due on February 28th, start reviewing the applications on or before March 1st and by March 5th the interview committee will identify the top 3 or 4 candidates, interviews will be scheduled the week of March 15th-March 22nd with a target date to have a new director in place by April 1st. After the top 3-4 candidates are selected, interview questions will be formulated and interviews will be set up. All of this will be finalized at the next library board meeting.

10. Discussion/Action on recent village board and library board meetings/issues:

- a. Village board discussion to remove M. Scott from library board-
This was postponed at the Village Board meeting on 1-5-12. There was a failed motion at the meeting. The library board needs to watch to see if the topic appears on an agenda in the future. In order to have a successful removal of a village trustee there needs to be intent and an order needs to be filed. Schuetz requested a copy of an order at the Village Office and an order was not on file.
- b. Inter-board communication as a result of closed sessions (including motions from 12-16 LB)
Shaffer read the Village Board motion.
 - Schuetz motioned that the message was received from the Village Board
 - Updike seconded
 - Motion carried
- c. Mediation
The Village Board discussed this under the library report. It was decided by a few village board members to wait until April to being with a new Village Board President and new Library Director.
- d. Library audit
 - Schuetz motioned that we request a delay in an in-depth audit process until the Library Board votes to pursue a building project. We request the Village Board to rescind or reconsider their motion of the library paying for the audit in 2021. The Library Board President will deliver this message to the village administrator prior to the creation of the February Village Board agenda.
 - Colby seconded
 - Motion carried
- e. Accurate representation of Library Board on Village Board agenda
Village Board to review placement of Library on the Village Board agenda. We will wait to see it at the next Village Board meeting.
- f. Inter-board reporting and communication protocols
Discussion was had about Library Board President, Library Director, Village Board representative serving on the Library Board, Village Board President and the village administrator should be carbon copied on correspondences. The Library Director's report should be shared at the Village Board meeting. This item will be discussed at the next sub-committee meeting on January 25th.

11. Discussion/Action on Library Communications & Finance Subcommittee recommended racial equity statement

- Schuetz moved for approval of the racial equity statement

- Updike seconded
 - Motion carried
12. Discussion/Action on Bylaws and other policies
- Colby motioned to approve the changes to the Bylaws
 - Scott seconded
 - Motion carried
- Schuetz motioned to table the other policies until the February Library Board meeting
 - Updike seconded
 - Motion carried
13. Friends of the Library update
- There was no update to be given
14. Update on 1/5 village board meeting
- All of the library board members, except Munson, were in attendance for the meeting. The updates have been shared during other parts of the library board meeting. Scott did share the information about the furnace being rerouted.
15. Treasurer's Report
- Schuetz gave the Treasurer's report
 - Updike motioned to approve
 - Scott seconded the motion
 - Motion carried
16. Action on bills
- Schuetz presented the bills
 - Schuetz motioned to approve the bills
 - Updike seconded the motion
 - Motion carried
17. Director's Report
- Carolyn presented the Director's Report.
 - Updike motioned to accept the amended Director's Report
 - Colby seconded the motion
 - Motion carried
18. Consideration/motion to enter into closed session pursuant to Wis. Stats 19.85(1)©
 Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
 (Library director benefits separation, library director personnel file) (Roll call vote)
- Colby motioned to enter into closed session
 - Updike seconded
 - Roll call vote: Updike-aye, Colby-aye, Scott-aye, Schuetz-aye, Munson-aye
19. Consideration/motion to arise from closed session
- Updike motioned to arise from closed session
 - Schuetz seconded
 - Motion carried

20. Consideration/motion on action from closed session

- Schuetz motioned to authorize the payment of 100% of the accrued vacation time (160 hours) of the outgoing library director upon her separation.
- Colby seconded
- Motion carried

- Updike motioned to have Schuetz and Updike work with the outgoing library director to address potential omissions in the village's personnel file
- Munson seconded
- Motion carried

21. Future agenda items

- Rogers has future agenda items and David Stanfield's proposal will also be placed on the February agenda

22. Next meeting

- Tuesday, February 16th at 7:00 p.m.

23. Adjournment

- Colby moved to adjourn the meeting at 11:45 p.m.
- Updike seconded
- Motion carried