

## Black Earth Library Board Minutes 2-16-21

<https://us02web.zoom.us/j/83914500702?pwd=ZmxEUkdRdGdZUEIkL2FNMjZjendWZz09>

Meeting ID: 839 1450 0702

Passcode: 147348

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

1. Call to order
  - Schuetz called the meeting to order at 7:00 p.m.
2. Roll call of members
  - Schuetz, Updike, Scott, Colby, Munson, present with Rogers
  - Members of the public: Joe Block, David Stanfield
  -
3. Proof of posting
  - Schuetz read the proof of posting
4. Adoption/amendment of agenda
  - Scott motioned to adopt the agenda.
  - Colby seconded the motion
  - Motion passed
5. Reading and approval of minutes
  - Colby motioned to approve the minutes
  - Munson seconded
  - Motion passed
6. David Stanfield's report on the library board services to the community
  - Resident of the Town of Vermont and amateur journalist, David Stanfield, is in the process of gathering information for an article about the library to be published in the Vermont Voice. He will route the draft of the article through Rogers.
7. Friends of the Library report
  - Rogers shared that the silent auction raised \$1,195 for the Friends, they have been approved as a 501c3 organization and their next meeting will be May 12<sup>th</sup>.
8. President's Report
  - Schuetz shared that the library and board are in a big transition and he recommended the board continue to keep things running, take action on necessary items and delay some items until the new library director can be involved. It is important for the library board members to be familiar with the trustee handbook and this will be critical with a new library director. He attended the February Village Board meeting and reported that the library was listed as a board and not a committee on the agenda and the in-depth library audit was not on the February agenda.
9. Discussion/Action on 2020 Annual Report
  - Rogers shared that the numbers are down due to COVID, which will affect funding for 2022. Schuetz and Rogers will sign the report to get it filed.
  - Updike motioned to accept the annual report

- Colby seconded
  - Carried
10. Discussion/Action on revisiting library policies
    - Library policies and the employee handbook, specific to the library, will be put on hold until new director is hired.
  11. Discussion/Action on trustee offices
    - a.) Correction of appointment terms
      - Munson-April 2021 (filling a vacant seat) and then 2024 when re-appointed
      - Colby-2022
      - Schuetz-2022
      - Scott-2021
      - Updike-2023
  12. Discussion/Action on Library Communications & Budget Committee
    - a.) Reading and approval of minutes from 1/25/21
      - Scott motioned, Colby seconded, carried.
    - b.) Update from committee-paused and this might possibly change in the future
    - c.) Suspending meetings until further notice-we want to include the new director in the process
  13. Discussion/Action on general themes of former Library Director exit interview in preparation for future Library Director interview
    - Notes were read and general themes were shared.
  14. Consideration/motion to enter closed session
    - Not entered closed session
  15. Consideration/motion to arise from closed session
    - Not entered closed session
  16. Consideration/motion on action from closed session
    - Not entered closed session
  17. Discussion/Action of Library Director interviewing process
    - a.) Interview questions
      - Updike motioned to accept the current list of questions, Munson seconded, Carried.
    - b.) Interview procedures and protocols
      - Schuetz motioned for the interviews to be conducted in a round robin format with Board members asking the questions, having a Zoom presentation where library staff will be included and a 60 minute in-person interview a day or two after the presentation with accommodations being made if candidate(s) have concerns with in-person interview and having Rogers sit in on interviews without asking questions. Scott seconded. Motion carried.
  18. Village update (Scott)
    - Scott gave her update from the Village Board meeting.

19. Discussion/Action on compensation for library board members (Scott)
  - Scott shared information and Rogers will send links in an email.
20. Treasurer's Report
  - Schuetz gave the Treasurer's report
  - Updike motioned to approve
  - Munson seconded the motion
  - Motion carried
21. Action on bills
  - Schuetz presented the bills
  - Schuetz motioned to approve the bills
  - Colby seconded the motion
  - Motion carried
22. Acting Director's Report
  - Rogers presented the Acting Director's Report.
  - Updike motioned to accept the amended Director's Report
  - Schuetz seconded the motion
  - Motion carried
23. Future agenda items
  - Closing of the books and possible rearrangement of agenda items will be placed on the March agenda
24. Next meeting
  - Tuesday, March 16<sup>th</sup> at 7:00 p.m.
25. Adjournment
  - Updike moved to adjourn the meeting at 10:07 p.m.
  - Munson seconded
  - Motion carried