

Black Earth Library Board Minutes 4-21-21

<https://us02web.zoom.us/j/81093410892?pwd=T2ljWEdqDBYZzdSMjJkSUJjU0JsUT09>

Meeting ID: 810 9341 0892

Passcode: 346983

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

1. Call to order

- Schuetz called the meeting to order at 7:02 p.m.

2. Roll call of members

- Schuetz, Updike, Scott, Colby, Munson, present with Rogers, Bailey Anderson, Joe Block and Donna Vought

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

a.) 3/16/2021 Minutes

b.) 3/24/2021, 3/25/2021, 4/6/2021 Special Board Meetings (closed sessions)

- Schuetz motioned to approve all of the minutes
- Updike seconded
- Motion carried

6. Friends of the Library update-May 12th is their meeting

7. Village Update

- Scott shared that at the April 13th meeting there will be a closed session to discuss the acquisition of property with the Village attorney present for the meeting. The May 4th meeting will be an organizational meeting.

8. Treasurer's Report

- Schuetz gave the Treasurer's report
- Updike motioned to approve
- Colby seconded the motion
- Motion carried

9. Action on bills

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

10. Discussion/Action on library trustees
 - a.) Appointment/reappointments-Munson will be reappointed as a trustee. Scott will not be the village board representative for the library board Terry Moyer will be.
 - b.) Roles-discussion was had about who will fill the role of secretary.
 - c.) Email addresses-discussion was had about having email addresses that are dedicated to board roles
 - d.) Communication procedures-Route communication through the library director to avoid miscommunication or a walking quorum.

11. Discussion/Action on trustee communications and conversations
 - a.) Email message chain regarding political signs and village administration response-Joe Block requested and will follow-up
 - b.) Employee statement regarding political signs and village administration response-discussion was had about the sign being taken down during the Easter egg hunt and that had already been taken care of and that it was not a matter of policy.
 - c.) Email and phone communication between Library Board President and Village Board President-This was done to help remedy and work towards moving forward with both boards

12. Discussion/Action on library policy updates
 - a.) Laptop policy, Damaged items policy, Hours of operation policy
 - Colby motioned to accept the laptop policy
 - Scott seconded
 - Motion carried
 - Scott motioned to accept the Damage items policy
 - Schuetz seconded
 - Motion carried
 - Munson motioned to accept the Hours of operation policy
 - Updike seconded
 - Motion carried

13. Acting Director's Report
 - Rogers presented the Acting Director's Report.
 - Colby motioned to accept the Acting Director's Report
 - Munson seconded the motion
 - Motion carried

14. Future agenda items

In-depth audit: who is paying, how much and library should have a copy of it
Discussion/Action Library Director Standards and Evaluation follow-up
Election of officers/secretary-Linda will be taking care of the May minutes

15. Next meeting: Wednesday, May 18th at 7:00 p.m.

16. Adjournment
 - Updike moved to adjourn the meeting at 8:55 p.m.
 - Schuetz seconded
 - Motion carried