

Draft Black Earth Library Board Minutes 9-21-21

1. Call to order

- Schuetz called the meeting to order at 7:01 p.m.

2. Roll call of members

- Schuetz, Updike, Hodgson, Colby and Munson, present with Anderson, and Brian Anderson. Absent: Moyer

3. Proof of posting

- Schuetz read the proof of posting

4. Adoption/amendment of agenda

- Colby motioned to adopt the agenda.
- Updike seconded the motion
- Motion carried

5. **Discussion:** Audit presentation

- Brian Anderson presented the recommendations of the Village audit and the recommendations for the library board
- Want some clarification on the division of roles between the Village and the Library Board for the payment of bills and management of the finances.
- The library board needs to supply an end-of-year report within 60 days of the end of the financial year, and the Village Board has the opportunity to ask questions before the new budget is created.
- IRS reporting requirements, purchases over \$600 require a 1099 form.
- Rule Change, a new standard for accounting reporting, the library needs to be reported with the village operations, similar to a department. In the past, it has been reported separately. It does not change the relationship between the village and the library. This is a change to federal reporting laws. We may need to change some account recording practices to reflect this new reporting rule.
- The timing of the approval of the bills is challenging, due to the timing of the Village Board and Library Board monthly meetings. This problem has been around for years, and it is difficult to find ways to fix this problem. The biggest concern is the timing of the meetings so that the bills can be paid. If the Village Administrator can pay the bills prior to the Village Board reviewing them, this would be an acceptable solution.
- Brian Anderson and Bailey Anderson will take a closer look at the statute rules to see if the timeline for the paying of bills for the library.

6. Reading and approval of minutes

- Correction to No. 6 "Went to Second Chapter"
- Director's report remove the word "acting"
- Updike motioned to approve
- Schuetz second
- Motioned carried

7. Friends of the Library update

- Trivia Night moved to January
- Voted to support a scholarship for Wisconsin Heights
- Next meeting is 9/22

8. Village update (Moyer)

- The dental plan was selected and approved
- Voted to be exempt from the Dane County Library tax, as is our regular practice

9. Treasurer's Report (Schuetz)

- Updike moves to approve the report

- Hodgson second
 - Motion carried to approve
10. Action on bills
- Schuetz motions to approve
 - Colby seconded the motion
 - Motion carried to approve
11. **Discussion/Action** on 2022 budget preparation
- New line items were added to the budget planning document to reflect some of the equipment, furniture, and marketing spending. This is to update practices on how facilities money has been used in the past and will be used in the coming year.
 - Hodgson recommended the possibility of adding a line item for future legal fees.
12. **Discussion/Action** on gifts and donations
- The Stoughton Public Library policy was reviewed as an example of a possible policy.
 - There were lots of things that the board liked about the donation policy. It addressed both the types of donations and monetary donations.
 - The new policy should align with other current library policies
 - The use of library bookplates is not recommended
 - Anderson is working with the Friends of the Library group to make sure that the gift policies for both groups are in alignment.
 - Anderson will have a first draft of a gift policy for review at our next meeting.
 - Tracking donations, Anderson would keep a running spreadsheet is of the monetary donations. A separate spreadsheet could be kept for in-kind donations. Or perhaps the donation form would become the record of the donation
13. Director's Report (Anderson)
- Update on the newspaper digitization project
 - Open holds will allow patrons to grab their own hold items. A new shelf was purchased for this purpose.
 - Schuetz moves to approve the report
 - Hodgson seconded the motion
 - Motion carried to approve
14. Future agenda items
- FY22 budget discussion and potential vote
 - Draft of donation policy
15. Next meeting
- October 19th, 2021. 7pm on Zoom
16. Adjournment
- Updike moves to adjourn the meeting
 - Schuetz seconded the motion
 - Meeting adjourned at 8:27pm