

BE Library Board-Draft Minutes
19 October 2021

1. Call to order
 - Schuetz called the meeting to order at 7:04 pm
2. Roll call of members
 - Present: Schuetz, Colby, Munson, Moyer present with Bailey Anderson and Mary Scott
 - Absent: Updike
3. Proof of posting
 - Schuetz read the proof of posting
4. Adoption/amendment of agenda
 - Motion by Schuetz to move the presentation on the elementary school to the top of the agenda.
 - Motion by Colby to accept the amended agenda.
 - Second Moyer
 - Motion passed
5. Reading and approval of minutes
 - Motion by Schuetz to table the approval of the September minutes until they can be shared with us.
 - Second by Moyer
 - Motioned passed
6. **Presentation/Discussion** regarding elementary school proposal
 - Presentation on the possibility of including the library in a business incubator model for the elementary school. The building would be owned as a non-profit that would help with funding and renovation of the building.
 - The building will be occupied for the rest of the school year. The school has indicated that the new tenants could take over in October.
 - The elementary school does not have a basement, so storage would need to be accounted for in the square feet.
 - Temperature control would be possible. The space might also include a storm shelter. There are also programs to help fund storm shelters, that could benefit the project overall.
7. Friends of the Library update
 - Trivia fundraiser moved to January
 - Silent Art Auction November 19- Dec 10, 2021
 - Being reimbursed for donation to Dane County Humane Society, \$250.00
8. Village update (Moyer)
 - Moyer was absent from the last village meeting. She will provide an update at the next meeting.
9. Treasurer's Report (Schuetz)
 - Schuetz presented report
 - Motion by Moyer
 - Second by Colby
 - Motion passed

10. Action on bills

- Schuetz presented bills
- Motion by Schuetz
- Second by Moyer
- Motion passed

11. **Discussion/Action** on 2022 budget preparation

- The budget workshop took place with the village on 10/12/2021
- The presentation went well.
- Village budget approval will be voted on November 2nd
- Motion by Moyer to approve the proposed Black Earth Library Budget for 2022 as presented by Anderson.
- The wage increase is proposed at a 4% increase.
- Second by Munson

12. **Discussion/Action** on gifts and donation policies and procedures

- Discussion of where donations earmarked for building projects would be deposited. Schuetz will look for language on this
- Moyer mentioned that the acknowledgment of donors in the policy was appreciated. It makes the expectation very clear for everyone.

13. **Discussion/Action** on Director 6 month evaluation

- Each board member should complete the evaluation form before our next board meeting. Each board member needs to submit the form to Schuetz by **November 10th**.
- Motion by Schuetz to approve the use of the 6-month review form.
- Second by Colby
- Motioned passed

14. **Discussion/Action** on Thanksgiving weekend closure

- Anderson is seeking approval to close the library on November 26th and November 27th.
- Staff would not get holiday pay, they would need to use vacation time, or adjust their hours.
- Make sure to give plenty of notice, so that the public is aware
- Motion by Schuetz to allow the library to be closed November 26th and November 27th.
- Second by Moyer
- Motion passed

15. Director's Report (Anderson)

- Report presented by Anderson
- Motion by Schuetz to approve report
- Second by Colby
- Motion passed

16. Future agenda items

- Gifts and Donation policy
- Minutes for September

- 6-month director's evaluation
17. Next meeting
- November 16th, 2021
 - 7pm on Zoom
18. Adjournment
- Munson moved to adjourn the meeting at 8:41 pm
 - Colby seconded
 - Motion carried