

BLACK EARTH PUBLIC LIBRARY BOARD MEETING

Tuesday, December 21 at 7:00 p.m.

1. Call to order
 - Schuetz called the meeting to order at 7:02 pm
2. Roll call of members
 - Present: Colby, Schuetz, Brammerson, Munson, Updike, and Anderson
3. Proof of posting
 - Schuetz read the proof of posting
4. Adoption/amendment of agenda
 - Motion by Updike to accept the agenda.
 - Second Brammerson
 - Motion passed
5. Reading and approval of minutes
 - Small correction to spelling in minutes
 - Clarification: Item 12. Goals were summarized by Schuetz, but the goals were created by the entire board
 - Motion by Updike to accept the minutes for November
 - Second by Colby
 - Motioned passed
6. Friends of the Library update
 - Successful art auction projected to reach \$1,100.00 raised
 - Trivia night January 22nd
7. Village update (Brammerson)
 - There was a presentation by Mary Scott regarding the future of the school.
 - Want to make clear that the library board was never solicited for funds for the Scott proposal.
 - The school has since decided to move forward with the other proposal
 - No other items from the village board meeting directly affect the library.
8. Treasurer's Report (Schuetz)
 - Presented by Schuetz
 - Motion by Updike to approve the report
 - Second by Brammerson
 - Motion passed
9. Action on bills
 - Schuetz presented bills
 - Motion by Colby to approve the bills
 - Second by Munson
 - Motion passed
10. **Discussion/Action** on the annual report due dates
 - Anderson will be attending a webinar to help with the writing of the annual report

- Draft due Feb 17th
- Final due Feb 25th
- We will review and vote on the annual report at our meeting on Feb 22nd.
- The final treasurer's numbers will be ready by the end of January.

11. Discussion/Action on an end-of-year spending

- Check-in on the end of year spending
- The budget looks good and there are a few areas that Anderson will try and finish spending
- There is an overage in the salaries budget, but the budget has the ability to pay for this overage. This is partially due to the staff changes that occurred this year.
- We would discuss carry-over amounts once the audit is completed. The Village Admin believes the audit will be completed by May.

12. Discussion/Action on delivery schedule changes and service hour changes

- Red bin delivery typically happens between 8-9 am. However, this delivery time is going to change because of route changes. Our new delivery time is now between 11 am and noon.
- This change has a large impact on the library because we are so small. Called a staff meeting to discuss this change.
- Decided that we will remain open and process the bins as part of business hours.
- The discussion resulted in a proposed change in service hours, beginning January 3rd would like to open at 9:30 am. This would mean that staff hours would not change.
- Schuetz makes a motion to change the opening time to 9:30 am Monday through Friday
- Second by Brammerson
- Updike mentioned that we would need to change the signage.
- Anderson believed that all the opening tasks can be completed before 9:30 when the doors would open.
- Motioned passed

13. Director's Report (Anderson)

- Adult take-and-make craft kits have been very popular, the current supplies are running out in less than 24 hours.
- Grab bags are also very popular
- Increased usage of many of the online services, likely due to the colder weather
- Preparing to offer notary services at the library, no other libraries in Dane County currently charge for that service
- The Village Admin is also a notary, so this will slightly expand the hours that this service is available.
- It would be helpful to think about how we would like to answer questions and address future proposals.
- Encourage people to put proposals or questions in writing.
- Ripple org meeting on the topic of police in libraries. Alternatives to calling the police was one of the topics discussed. Created a flow chart specific to our library, on the options available to staff in a variety of situations.

- In-person programming is not currently being planned. The voter registration drive is the only in-person event that is currently on the calendar, but it should be possible to social distance during this.
 - Motion to approve the director's report by Schuetz
 - Second by Updike
 - Motion passed
14. Future agenda items
- Annual report check-in (both January and February)
 - Roll-over amounts
15. Next meeting
- January 18th, 2022
 - 7 pm on zoom
16. Adjournment
- Munson moved to adjourn the meeting at 8:14 pm
 - Updike seconded
 - Motion carried