

BE Library Board-Draft Minutes
21 July 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 Peter Antonie
 - Absent: Updike
3. Proof of posting
 - Schuetz read the proof of posting
4. Adoption/amendment of agenda
 - Motion by Moyer
 - Second Colby
 - Motion passed
5. Reading and approval of minutes
 - Motion by Moyer
 - Second by Munson
 - Motioned passed
6. Friends of the Library update
 - Silent pie auction held on July 13th, \$585.00 earned at the sale. Because food was not allowed in the park, the sale was held across the street.
 - Bake and book sale August 13th and 14th
 - The group will need more bookends, so they have agreed to purchase some for the sale and the library.
7. Village update (Moyer)
 - The last meeting was on July 7th, the next meeting will be on August 4th.
 - National Night out will take place at the High School on August 3rd, which will be a big event.
 - Field Days is August 14th, 2021, and will coincide with the library book sale. There will be a parade and music at the park.
 - Question: Is the depot to depot still happening? Answer: it has not happened for a few years, and will likely not happen this year.
8. Treasurer's Report (Schuetz)
 - Schuetz presented the report
 - Anderson and Schuetz discussed the best way to use the donated funds that show up on the report
 - We want to make sure to ask donors how they would like to see the funds used.
 - We might also consider making a wish list.
 - The library received the annual deposit from Dane County
 - Colby motioned to approve the report
 - Schuetz seconded the motion
 - Motioned carried

9. Action on bills

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

10. **Discussion/Action** on Director standards and evaluation process

- Draft of form reviewed for use during the library director's evaluation.
- Schuetz clarified that this 6-month review and the annual review will be two different processes. We will continue to use the form and format for the annual review that has been used in years past.
- The 6-month review is meant to be a check-in and will take place in November.
- The annual review will be done on the date of hire.
- Motion to approve the use of the form by Schuetz
- Moyer seconded the motion
- Motion carries

11. **Discussion/Action** on in-depth audit

- Clarification on the dates used in the audit. It would make the bill payment process move faster if the library board met in the second week of the month instead of the month's third week.
- If we want to change the meeting date, we would need to adjust our by-laws.
- It was also recommended that we add more information to the treasurer's report to make the coding easier.
- Moyer will check with the village office about the need to change the regular meeting date, as this would require a by-laws change.

12. **Discussion/Action** on Collection Development Policy & related documents

- Anderson presented the draft of the collection development policy
- Schuetz recommends that in section A objectives: should add a reference to the mission and vision statement to this section.
- Schuetz motion to approve the Collection Development policy with an amendment to add the mention of the mission and vision statement.
- Colby seconded the motion
- Motion carries

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

- Presentation of the beginning of a draft budget.
- We will check in on the draft next month
- The final budget will be submitted to the village in October.

14. Director's Report (Anderson)

- Anderson presented the Director's Report. Including an update on the library passport program with Peter Antonie from Gateway to the Driftless
- Moyer motioned to accept the Director's Report
- Colby seconded the motion
- Motion carried

15. Future agenda items

- Check-in on the budget
- Gift and donation policy draft if it is ready

16. Next meeting

- August 17th, 2021
- Colby will take minutes, Munson may be late or absent

17. Adjournment

- Moyer moved to adjourn the meeting at 8:50 pm
- Munson seconded
- Motion carried