

## BLACK EARTH PUBLIC LIBRARY BOARD MEETING

Tuesday, November 16 at 7:00 p.m.

1. Call to order
  - Schuetz called the meeting to order at 7:00 pm
2. Roll call of members
  - Present: Colby, Schuetz, Moyer, 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 Moyer
  - Motion passed
5. Reading and approval of minutes
  - Motion by Colby to accept the minutes for September
  - Second by Updike
  - Motioned passed
  - Motion by Moyer to accept the minutes for October
  - Second by Munson
  - Motioned passed.
6. Friends of the Library update
  - Silent auction from Friday, November 19th until Friday, December 10th, 2021
7. Village update (Moyer)
  - Meeting Tuesday, November 2nd.
  - Village Budget for 2022 approved
  - There were no specific questions or issues about the library budget presented at the meeting.
  - Did the elementary school proposal come up at the meeting? No, it was not on the agenda.
8. Treasurer's Report (Schuetz)
  - Schuetz presented report
  - Anderson shared the donation tracking spreadsheet
  - Motion by Moyer to approve the report as amended
  - Second by Updike
  - Motion passed
9. Action on bills

- Schuetz presented bills
- Motion by Schuetz to approve the bills
- Second by Colby
- Motion passed

**10. Consideration/Motion to enter into closed Session**

- Motion by Moyer to go into closed session
- Second By Updike
- Roll call vote
- Motion passed

**11. Discussion/Action to arise from closed session**

- Motion to come out of closed session by Updike at 7:36
- Second by Moyer

**12. Discussion/Action on action from closed session**

- Motion to have the Library Board President and the Library Director review and sign a summary document of the 6-month evaluation and goals by library board members
- Second by Updike
- Motion passed

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

- The building fund would need to be tracked separately regardless of where the money is deposited.
- Discussion of which account is the best account for the deposits into a building fund. The foundation account earns more interest and is the best place to deposit these funds.
- Motion to approve the Gifts and Donation Policies by Schuetz
- Second by Updike
- Motion passed

**14. Discussion/Action on Christmas closure dates**

- Because Christmas is on a Saturday the hours of operation will be odd this year. This affects staff holiday pay.
- The village office is closed on Monday.
- Anderson recommends closing early Thursday afternoon (12/23) and then being closed all day on Friday and Saturday (12/24-25).
- Schuetz makes a motion to approve the proposal set by the library director
- Second by Moyer
- Motion passed.

**15. Director's Report (Anderson)**

- Report presented by Anderson
- Circulation and door counts continue to increase.
- Hoping to host a voter registration drive in March
- Anderson appointed to the technology committee for SCLS
- Motion to approve the report by Updike
- Second by Colby
- Motion passed

16. Future agenda items

- End of year close for the budget, initial discussion
- Discuss any carry-over funds

17. Next meeting

- December 21st, 2021
- 7 pm on zoom

18. Adjournment

- Updike moved to adjourn the meeting at 8:05 pm
- Moyer seconded
- Motion carried