

Butler Library Board Meeting

February 12, 2019

Time meeting was called to order – 6:00 pm

Members present – Jenni Thorpe (President), Jodi Kessel Szpiszar (Director), Roger Benjamin, Paul Kasdorf, Andrea Van Gompel and Charlene Benjamin.

Members absent – John Schauker-Excused

Persons desiring to be heard: None

Minutes read – Yes, Paul asked us to amend the minutes for the January 8, 2019 meeting to read “Weeding process continues, nonfiction will take some time” under the director’s report and change volunteer to application under the book mobile. Paul made a motion to approve the minutes with this amendment, this was seconded by Tom. All were in acceptance except for Andrea, who abstained.

Communications – 2018 Surplus- update from Kayla Chadwick- Kayla provided the board with information regarding the fund balance. Information was given on the guidelines, the recommended amount of revenue and need for a policy.

Finance report – Reviewed the new format of financial report. Charlene made a motion to accept the January 2019 expenses of \$4,439.04 and the revenue of \$365.96, this was seconded by Tom. All were in acceptance.

Building & Property Maintenance– Paul worked on the vents to improve the temperature. Temperature was 3 degrees off. Reports from the staff are that the temperature has improved. The book drop is working well and allowing the staff to obtain books easily.

Directors report – The Library Anniversary celebration will be Thursday April 4th at 6:30pm. The *Endurance* speaking program was scheduled for May.

Old business –

- a. **Book mobile – update-** Program in place. The application is being reviewed.
- b. **Open library position – update** – There is currently not a school district representative on the board. Need one by March to be compliant. Dr. Mielke sent a request to members of his team and will designate somebody for the board.
- c. **Open library board position(s) – update-** Holly gave her notice. The position will be filled.
- d. **Wifi update** – The password changed. It will change every 6 months.
- e. **Vision and planning** – No new updates.

New business

- a. **Annual Report– review, discussion and possible action-** Reviewed report. The number of website visits is new. Jenni and Jodi will sign. Roger made a motion to approve the annual report, it was seconded by Tom with all in acceptance.
- b. **Landscape Bid - review, discussion and possible action** – Reviewed and discussed bid from Northstar Landscape. Stone can be used instead of mulch. Total would be \$840 for maintenance. Paul made a motion to approve a 3-year contact with Northstar Landscape based on the condition that they don’t have a large penalty to cancel. It was seconded by Tom with all members in acceptance.
- c. **Library Assistant Starting Pay Range Approval – review, discussion and possible action** – There is currently not a policy on the starting wages, it is at the discretion of the Library Director. Charlene made a motion to post the open library position with a pay range of \$9-\$11. It was seconded by Andrea with all members in acceptance.

Closed Session per Wis. Statutes 19.85 (1) (c) – Item of Discussion: Library Director

Paul made a motion at 7:34 pm to go into closed session, it was seconded by Charlene. All were in acceptance.

Tom made a motion at 8:16 pm to go back into open session, it was seconded by Charlene. All were in acceptance.

Next meeting – *Tuesday, March 12, 2018 @ 6:00pm*****

Motion to adjourn at 8:17 pm by Tom, seconded by Roger, with a unanimous vote thereafter.

Submitted by: Andrea Van Gompel