

**Minutes of Butler Public Library Board Meeting - May 14, 2024**  
**Minutes not formally accepted until next meeting on June 11, 2024**  
**Meeting was called to order by president Charlene Benjamin at 6:00pm**

**Roll call**

- Present: Charlene Benjamin, Michael Bates, Laura Meyer, Karl DeBelack, Robert L. Kraus, Genavieve Danes, Liz Glaser
- Absent: Bob Gundrum
- Guest: Ben Hubrich

**2. Persons Desiring to be Heard (3-minute limit per person)**

**3. Consideration of minutes from previous meeting(s)**

Michael Bates made motion, Robert Kraus seconded. No discussion or changes. Unanimously passed.

**4. Trustee Education**

**4.1. Check out/Check in Procedures (Understanding the work)**

**[Goal #2: Staff]**

Genavieve demonstrated checkout process (using card, fee review, RFID scanning, holds retrieval, receipts)

**5. Communications**

**5.1. Quarterly Technology Review [Goal #4: Tech Planning]**

Discussion noted switching Director laptop to 2025 replacement, and both front desk PCs replaced in 2026.

**5.2. Library Mission/ Board By-Laws Review**

No changes were suggested

**5.3. Director's Report**

Discussed purchases from Bridges Grant. Announced Instagram account.

**5.4. Other communications**

None

**6. Consent Agenda Note: *Prior to voting on the Consent Agenda, items may be removed at the request of any Board Member and placed on the agenda under New Business.***

Motion to accept made by Robert Kraus, seconded by Laura Meyer. No comments or concerns. Approved unanimously.

**6.1. Current Financial Report**

**6.2. Current Circulation and Use & Hoopla Costs [Goal #1: Resource]**

**6.3. Current Program & Activity Report [Goal #3: Community]**

**7. Unfinished Business**

n/a

**8. New Business**

**8.1. Discussion and possible approval of Resolution 24-09**

Plan to move reserve fund balance into Money Market account held at Town Bank. Interest earned would be reflected as revenue. Motion to recommend the Resolution to the Village Board accept made by Laura Meyer, seconded by Karl DeBelack. Passed unanimously.

**8.2. Discussion and possible approval of the 2024-2025 Director's Goals**

Motion to accept made by Robert Kraus, seconded by Michael Bates. Approved unanimously.

**8.3.** The Board went into closed session at 6:43 p.m. under Wis. Statutes 19.85 (1)(c) to consider the employment, promotion, compensation or performance evaluation of any public employee. Motion to go into closed session by Michael Bates, seconded by Laura Meyer, motion carried unanimously.

The Board discussed the Director's proposed three-year salary plan to bring staff wages closer to equity with similar sized libraries.

**8.4.** Motion to return to open session at 7:01 p.m. by Michael Bates, seconded by Liz Glaser, motion carried unanimously.

**8.5. Discussion and Possible Approval of items from Closed Session**

Motion to approve that the Director continue to develop the proposed salary plan made by Laura Meyer, seconded by Robert Kraus. Approved unanimously.

**9. Next meeting: June 11, 2024**

**10. Adjournment**

Motion to accept made by Michael Bates, seconded by Karl DeBelack. Approved unanimously.