

Meeting: Library Board of Trustees – Meeting Minutes Tuesday, March 11

1. Roll call: Present – Ashley, Beth, Charlene, Laura, Tom; excused – Liz, Robert
2. Persons Desiring to be Heard – None
3. Consideration of minutes from previous meeting(s) ; Motion to accept by Ashley, seconded by Laura; motion carried
4. Trustee Education – Legislative Day (Robert) – Deferred to April meeting
5. Communications
 - 5.1. Director’s Report – accepted, no additional questions
 - 5.2. 2025 Quarterly Budget Review – the Friends have increased their reimbursement commitment to \$4,000 (up from \$2,800). Good news for the rest of the budget. We now have accounts for tracking Miscellaneous expenses and grant revenues. BPL Endowment fund will be reported quarterly, starting in May.
 - 5.3. 2024 Budget Recap – over-tracked expenses, ended with more funds than anticipated; Charlene to set up a meeting with Beth and Laura (Treasurer) for how to improve our process
 - 5.4. Board Member Search Report [Goal #1: Resource] – Still looking!
 - 5.5. Friends of the Library Update [Goal #3: Community] – Nothing to report
 - 5.6. Other communications – Still working on updating Circulation and Collection Development policies; have input from the staff just needs to be incorporated with the existing policy.
6. Consent Agenda – motion by Tom, seconded by Laura; motion carried
 - 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
 - 7.1. Review and approval of 2024 Annual Report to Bridges – Report still needing final edit and review; motion to allow Charlene to sign on the Board’s behalf once it is done; motion by Ashley, seconded by Laura; motion carried
8. New Business
 - 8.1. Discussion and possible approval for 2025-2028 Officer Elections (President) – motion by Laura, seconded by Ashley; motion carried for Charlene to assume another term
 - 8.2. Discussion and possible approval for Library Board Term Renewals (Robert) – tabled for April meeting
 - 8.3. Consideration to adjourn into Closed Session
 - 8.3.1. The Board went into closed session at 6:20 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 Ashley, seconded by Tom, motion carried.
 - 8.3.2. Motion to return to open session at 6:35 p.m. by Tom, seconded by Ashley, motion carried
 - 8.3.3. Motion to approve the end of the Director’s six-month probation and award the additional 3% raise per her contract, by Ashley, seconded by Tom; motion carried
9. Next meeting: April 08, 2025
10. Adjournment at 6:48 p.m.; motion by Tom, seconded by Ashley; motion carried

Submitted by Charlene M Benjamin, Board President