

**Library Board Meeting
Thursday November 16, 2017
7:00 am in the Library Meeting Room**

Present: Boyden, Craft, Goltz, Leary, Ott, Salerno and Director Williams
Absent: Bullette

Motion to adjourn to executive closed session as allowed by WI State Statute 19.85(1)(c) to consider and discuss personnel matter(s) made by Craft

Seconded by Leary

Roll call vote- Boyden, Craft, Goltz, Leary, Ott, Salerno all in favor

Review evaluation report

Motion to reconvene into open session by Craft

Seconded by Leary

Result of Vote-all in favor

Guest and Public Comments: None

Approval of Minutes: Motion to approve minutes from October 26, 2017 made by Goltz

Seconded by Boyden

Result of Vote-all in favor

Treasurer's Report:

- Approval of library bills at 75% of budget for spending, mostly low due to short staffing, low on utilities
- Endowment Fund update \$170,262 is current value, up \$22,000 for the year

Director's Report (see attached) upgrade took nearly 4 hours yesterday, download speed increased from 19 mbs to nearly 100 mbs, upload speed still slow but company is checking on blocking by SCLS as a factor

Installation of security cameras has started, building was egged again, beer cans found by heating units

Review & Discuss

Motion by Craft to authorize any overage for LTE staff compensation for remainder of 2017 budget and 2018 budget to come from library fund balance as needed

Seconded by Boyden

Result of vote-all in favor

Strategic planning for Endowment- Review of the draft letter to distinguish the three funding entities Add "Donations to the Endowment Fund are tax deductible." to Endowment paragraph. Add contact information for each entity. Add photos. Discussion of sending donations to State Bank of Cross Plains for deposit, concerns were expressed about delay in notification that donations were made leading to delays in thank you notes.

Other discussion for Endowment: Should we add electronic payment options on the web site? Salerno suggested putting information on a bookmark to be distributed to library customers

Williams and Ott will add edits to article and flowchart and investigate bookmark layout/cost

Ott left the meeting, at 7:40. Williams took noted for the remainder of the meeting

2018 Endowment spend – Williams will research the cost of a “coding club” for the Endowment fund spend. She will bring those number to the December board meeting.

Active shooter procedure-tabled to next meeting

Establish library board special meeting-tabled

Library space planning-will not have the information until Williams meets with consultants, table until January meeting

Future Agenda items-active shooter procedure, acquisition of additional property (on January Agenda), sound system storage, strategic planning for the endowment, distribution from the endowment, library space planning,

Motion to Adjourn made by Boyden

Seconded by Goltz

Result of Vote – all in favor

Meeting adjourned at 7:59 am

Reminder: Next Meeting is December 14 at 7 am