

Library Board Meeting
Thursday November 15, 2018
7:00 am
Library Meeting Room

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

Absent: Student government rep Fritz

Guest and Public Comments: None

Approval of Minutes: Motion to approve minutes from October 25, 2018 was made and seconded. Motion carries w/ 2 abstentions due to absences at last meeting

Treasurer's Report: Boyden met with Williams and Susan Frank who does data entry and reviewed cash procedures and book keeping. All looks good, bill review up to date

Endowment Fund update -no update

Director's Report (See written report) a patron asked if we were going to do fine forgiveness this year-no

FOL asked if could use wooden rolling cart alongside new shelves in Lobby-consensus was "yes"

Fragrance sensitive patron-village attorney says to stop letter exchange after patron refused to meet in person, Williams asked if she should send a letter stating no more letters? Consensus was "no"

All staff evaluations completed, staff asked when review of Director would occur, review will be sent out via Survey Monkey

Leadership meetings going well

Review & Discuss

- Online gaming in the library-checked with other libraries if they have had complaints, Middleton uses privacy screen, cost is \$85/screen-\$143.50/screen consensus is to obtain the screens

- Employee Manual-taking longer than expected, using Village manual often refers to Village Administrator, must determine whether that term be replaced with "Director" or "Library Board"

Policies & Procedures for Approval

- Children in the Library Motion to approve Children in the Library Policy with all 18 years of age references changed to age 16, motion was seconded. Motion carries.

Future Agenda items

- Records Retention Schedule
- Requirement for motion to approve transfers between budget lines
- Angie Heim will be present to talk about library culture

Motion to adjourn made at 7:31 and was seconded. Motion carries.