

**Library Board Meeting Minutes**  
**Thursday January 23, 2020**  
**7:00 am**  
**Library Meeting Room**

**Meeting called to order at 7:06 by Boyden**

**Present: Boyden, Bullette, Craft, Ott and Director Williams**

**Absent: Jackson, Leary, Salerno**

**Guest and Public Comments: None**

**Motion to Approve Minutes from December 19, 2019 was made**

**Motion was seconded**

**Result of Vote-all in favor**

**Treasurer's Report:**

- Approval of library bills -all approved \$43,000 for tech fee to SCLS paid in January
- Endowment Fund update -current balance \$206,044 was \$201,309 at end of 2019 up 24% for the year

**Director's Report SEE ATTACHED** Hoopla very popular, but at current rate of usage, funds will run out in October, Sun Prairie taking out top tier of titles, Sauk City not seeing much usage

Friday story times have been revamped and are popular

2019 checkouts are up, mostly due to re-arrangement of children's collection

Dane County request for footage re: recent homicide Williams summarized the recent requests for footage

Hardwiring computer lab-wires can be pulled from old computer lab Quote for replacing can lights in story time space and hallway retrofit with LED \$1,700 for work we have to provide the trim, \$2,500 with lights and trim provided by 3d party

Jeff putting together bid for HVAC

PFLAG question for safety concerns for I Am Jazz event, Madison has a tool kit for dealing with anticipated question, DPI wants us to review all collections and programs for inclusivity, each family has a right to determine what programs and materials they utilize, refer complaints to Director or Team Leader on duty

**Motions**

**Motion to approve Records Retention Policy was made**

**Motion was approved**

**Result of Vote-all in favor**

**Motion to approve 2020 Change in Library Board meeting dates for 2020**

- **Thursday, February 20 instead of Thursday, February 27**
- **Thursday, November 19 instead of Thursday, November 26**
- **Thursday, December 17 instead of Thursday, December 24**

**Motion was seconded**

**Motion was approved-all in favor**

**Motion to Approve library closure dates in 2020**

- **Wednesday, January 1<sup>st</sup> – New Year's Day**
- **Friday, March 27<sup>th</sup> – Staff Inservice**
- **Monday, May 25<sup>th</sup> – Memorial Day**
- **Saturday, July 4<sup>th</sup> – Independence Day**

- **Friday, August 14<sup>th</sup> – Staff Inservice Day**
- **Monday, September 7<sup>th</sup> – Labor Day**
- **Thursday, November 26<sup>th</sup> – Thanksgiving**
- **Friday, November 27<sup>th</sup> – Thanksgiving**
- **Thursday, December 24<sup>th</sup> – Christmas Eve**
- **Friday, December 25<sup>th</sup> – Christmas**

**Motion was seconded**

**Motion was approved-all in favor**

**Motion to Approve closing library early on Thursday, December 31<sup>st</sup> at 6 pm**

**Motion was seconded**

**Motion was approved-all in favor**

### **Review & Discuss**

- Photography and Filming Policy
- Social Media Policy Facebook, Instagram and Twitter
- Organizational chart redesign
- Consider scheduling a separate meeting to get library board feedback regarding strategic plan with SCLS consultant

### **Future Agenda Items**

- Meeting Room Reservation Form / Policy
- Computer Policy
- Active Shooter Policy make it a procedure

**Motion to Adjourn made at 8:07**

**Motion was seconded**

**Result of Vote-all in favor**