

Spring Green Community Library Board Meeting
Tuesday, March 6, 2023

Present: Sue Meise, Linda Thering, Linda Kettner, Jordan Lagerman, Ed Lilla, Jeannie McCarville

Absent: Addison Arndt

Library Staff: Emily Whitmore (director), Bridget Roberts

Guest: Jackie Passant

1. The meeting was called to order by Sue Meise at 5:00 PM in compliance with the Wisconsin Open Meeting Law.
2. Review and adopt agenda: Linda Thering moved to adopt the agenda, seconded by Linda Kettner. Motion carried.
3. **Consent Agenda:** All matters under this item are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, the item will be removed from the consent agenda and will be considered separately.
 - a. **Review and approve minutes of February meeting**
 - b. **Approval of Treasurer's Report**
 - c. **Approval of Financial Report**
 - d. **Approval of Bills**Linda Kettner moved to approve the Consent Agenda, seconded by Linda Thering. Motion carried.
4. **Meet the Staff – Jackie Passant:** She has worked here for 13 years. Jackie takes care of sending out overdue letters. She feels going fine free has not changed how patrons use their library cards. Jackie also helps with out of library loans. She enjoys working at the circ desk and helping people.
5. **Director's Report:** Emily distributed her report. Additions – she adjusted the annual report to accurately represent the system funds and the library will be migrating to an updated website.
6. **Friends Update:** Emily Whitmore and Linda Thering attended the latest meeting. The rummage sale will be held the weekend of July 13, the bake and book sale Dec. 4 and the annual meeting March 7, 2023.
7. **Unfinished Business – Discussion and possible action on the following:**
 - a. **Patrick Lamb DC – Update:** Linda Thering reported that she let this CD sit until the next meeting.
 - b. **Board Bylaws – Update:** Ed Lilla moved to accept the bylaws as presented, seconded by Jeannie McCarville. Motion carried.
 - c. **Roof Assessment – Update:** Ron Radel looked at the roof and suggested we replace the it this year. The current roof is close to 30 years old. Sue Meise also asked him about fixing the soffits. Ed Lilla

and Sue will be on a subcommittee for this project. Jeannie will also help with this.

- d. Permanent Shield at the Desk – Update:** Emily talked to Jerad from the public works department about this. He will work on this project. The cost will be approximately \$500. Linda Kettner moved to go ahead with this project, seconded by Jordan Lagerman. Motion carried.
 - e. New TV for Community Room – Update:** Ed Lilla reported a 77” TV has been ordered from Town and Country. They will install it. The TV will be mounted where the current screen is located.
 - f. Volunteers for Meet the Board next month:** Sue Meise
- 8. Action to convene into closed session under Sections 19.85(1)(c) of the Wisconsin Statutes for “Considering employment, promotion, compensation or performance evaluation date of any public employee over which the governmental body has jurisdiction or exercises responsibility.”** Jeannie McCarville moved to convene into closed session, seconded by Ed Lilla. Roll call vote: McCarville-aye, Lilla-aye, Lagerman-aye, Kettner-aye, Thering-aye, Meise-aye. Motion carried.
- a. Staff Compensation**
- 9. Reconvene into Open Session:** Ed Lilla moved to reconvene into open session, seconded by Jeannie McCarville. Roll call vote: McCarville-aye, Lilla-aye, Lagerman-aye, Kettner-aye, Thering-aye, Meise-aye. Motion carried.
- 10. Discussion and possible action on staff compensation:** Linda Kettner moved to approve the new teen services librarian position and the compensation as presented, seconded by Ed Lilla. Motion carried.
- 11. New Business**
- a. Job Descriptions – Administrative Assistant, Youth Services Librarian, Teen Services Librarian:** Job descriptions for these were distributed.
 - b. Basement Furniture:** Emily reported that there is lots of furniture in the basement and that she would like to get rid of some of it.
 - c. SCLS Closure Dates:** South Central is moving into a new building Memorial Day weekend. They will be closed during the move and this will impact our library. Linda Thering moved to close the library on Saturday, May 27 due to the SCLS closure seconded by Jeannie McCarville. Motion carried.
- 12. General Public Comment:** Jackie Passant wanted to know if we could get a curb cut-out on the north side of the building in the area of the lockers and drop-off. Emily Whitmore was advised to talk to the village public works about this. The cost would be on the library.
- 13. Confirm date of next meeting:** Monday, April 10, 2023, at 5:00 PM
- 14. Adjourn:** Linda Thering moved to adjourn this meeting, seconded by Jordan Lagerman

Linda Kettner

