

Spring Green Community Library Board Meeting

Tuesday, November 1, 2022

1. The meeting was called to order by Ed Lilla at 5:00 PM in compliance with the Wisconsin Open Meeting Law.

Present: Linda Thering, Ed Lilla, Jordan Lagerman, Jeannie McCarville, Addison Arndt

Absent: Linda Kettner

Via Phone: Sue Meise

Guest: Bridget Roberts

Director: Emily Whitmore

2. **Review and Adopt Agenda:** Linda Thering moved to adopt the agenda, seconded by Jordan Lagerman. Motion carried.

3. **Consent Agenda:** The following was enacted by one motion:

a. Review and approve minutes of October meeting

c. Approval of Financial Report

d. Approval of Bills

Item b., Approval of Treasurer's Report, was removed from the Consent Agenda at the request of Linda Thering to discuss one item. The Vanguard account showed a decrease in value of \$28,000.00. Linda Thering moved to accept, seconded by Jordan Lagerman. Motion carried.

4. **Director's Report:** Emily has been meeting with staff to get to know them and will finish up on Friday, November 4th. Also meeting with the Board. Spending time collecting data and getting acquainted with the library. Emily met about the lockers and hopes to have them ready in December for public use. Scavenger hunt for Halloween was a success. No October stats for the meeting this month due to how the meeting fell for November. Both October and November stats will be presented at the December meeting.

5. **Friends Update:** Plans are being made for Country Christmas. Chocolate Lab made \$1208.00

6. **Unfinished Business:**

a. Landscaping Project Update: Jordan Lagerman will install the rain chain. Needs to find some rock to place in the bottom of the bowl that is attached to the chain. Concrete slab was not needed for placement of the new lockers.

b. HVAC filtration: Ed Lilla reviewed a proposal from ASAP for an air filtration system. Price is now \$4,978.48. This was considered during Covid, but decision was made to table at that time. Ed is bringing it forward now if we have finances at the end of the year that may need to be used. Patrons have not raised any concerns about air

quality. Linda Thering suggested that the item be tabled until the December meeting to research other priorities that may need to be addressed. Bridget stated that staff have been spending down the acquisition money before the end of the year. Other items purchased: copy paper, book ends, magazine covers and paper towels. Bills must be submitted to the Village by the February meeting.

7. New Business:

a. Recent incidents at the library: Gentleman came to the library asking for help in getting to Madison or money to get to Madison. Village office staff sent the gentleman to the library. Police were called and Chief responded. Chief drove the gentleman to Mazomanie. The second incident was a patron that was going in and out of the library and seemed very agitated. Patron then remained in her car. Police were called. Meanwhile that patron threw and smashed a phone and a cinderblock in the parking lot and drove off. The police issued an APB and it was determined that the person was from Dane County.

b. Director's vacation time/personal time: Village handbook states one week after your first year. Emily is hoping that we can give her some latitude with vacation time. Ed mentioned that it is something that can be worked out with the Village as far as recordkeeping. Linda Thering moved to allocate one week for Emily beginning now in lieu of waiting for her one-year anniversary. Addison Arndt seconded. Motion carried.

c. Community Room fees: Plain library is going to start charging a small use fee beginning in 2023. Discussion took place about whether this is a practice that we should consider. Decision to take no action now but keep this on our radar.

d. Proctoring Policy: Someone called last minute to ask for a proctoring service. Policy does state that the service is provided but library staff need a 24-hour notice. This has happened on three occasions. Staff have been able to accommodate but this may not always be the case. No action taken.

e. Library closing dates for 2023: Linda Thering moved to adopt the dates for 2023. Seconded by Jordan Lagerman. Motion carried.

f. Board Meeting dates for 2023: Ed suggested that we table this discussion until the December meeting. He wanted Linda Kettner to be included in the discussion. Ed is proposing that the meeting moves to Mondays as he would be better able to attend regularly. Bridget expressed concern about meeting preparation on her part. Emily and Bridget will talk to see if some accommodation can be made.

8. General Public Comment: No comment

9. Date of Next Meeting: Tuesday, December 6, 2022 at 5:00PM

10. Adjourn: Addison Arndt moved to adjourn the meeting, seconded by Linda Thering. Motion carried.

Jeannie McCarville