

**Spring Green Community Library Board Meeting  
Tuesday, November 30, 2021**

This meeting was called to order by Sue Meise at 5:00 PM in compliance with the Wisconsin Open Meeting Law.

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

**Absent:**

**Guests:** Bridget Roberts, Jackie Passant, Joy Kirkpatrick, Nancy Hume

**Agenda:** Linda Kettner moved to approve the agenda, seconded by Jeannie McCarville. Motion carried.

**Minutes from November 2, 2021 and November 15, 2021:** Linda Thering moved to approve the minutes from the Nov. 2, 2021 meeting, seconded by Jeannie McCarville. Motion carried. Linda Thering moved to approve the Nov. 15, 2021 meeting, seconded by Jordan Lagerman. Motion carried.

**Treasurer & Financial Report:** Linda Kettner moved to approve the treasurer and financial report, seconded by Addison Arndt. Motion carried.

**Approval of Bills:** Linda Thering moved to approve the bills, seconded by Linda Kettner. Motion carried.

**Director's Report:** This last report from Lisa Renier Thomas was distributed. All shifts are covered through the end of Dec. The budget is still on track for 2021. The memorial bench for Tami Mueller is in front of the library. We received a \$1,000 grant from the East Asian Studies Program at UW-Madison for an all-ages program and additions to our collection. All other reporting, etc. is complete.

**Friends Update:** They will be having the Bake and Book Sale this Saturday, Dec. 4, 2021. The following Monday they will continue the book sale. The Chocolate Lab is a go. It will be at the Round Barn in April.

**New Business**

**-Information and Follow-Up from Nov. 15, 2021 Meeting:** After the last meeting there were questions about exit interviews and closed meetings. Ed sent 2 emails to the village about these items. They do not have a written format for exit interviews. They discouraged written exit interviews. Ed met with the village president about this. Answers to the question about closed meetings says the employees do not have to be present unless it is a disciplinary matter. Their opinion is that our closed meetings have been proper. He also shared some concerns that Lisa has had with the library board with the village president. Robin Reid didn't feel that these concerns warranted any action.

**-Discussion on Open Meeting Law Requirements:** Information on this has been distributed to the board. Ed reviewed some of the requirements. Ed found a similar document from the DPI. This was shared with the board members. He doesn't feel any action is needed, but it is good information to have.

**-Discussion and Possible Action on an Exit Interview for the Former Library Director:** Ed distributed some potential questions to use in the interview. Linda Kettner moved to

have Jordan Lagerman and Addison Arndt finalize the questions for the exit interview, seconded by Jeannie McCarville. Motion carried.

**-Discussion and Possible Action on an All Staff Meeting with the Board or a**

**Subcommittee thereof:** We'd like to have this meeting sooner than later. We want the staff to know that we appreciate them and how well they have functioned during transitions. We're looking for ways we can improve the relationship with the staff. There was discussion about how and when the meeting would be conducted and who from the board would be present. We'll check with the staff about their availability for Dec. 7, 8, 9, 14, 15, 16, 2021. The date that most of the staff could be present will be chosen. Jordan Lagerman and Linda Kettner will be present at this meeting. Linda Thering or Ed Lilla will fill the other board position.

**Old Business**

**-Discussion and Possible Action on Copier Replacement:** This item has been budgeted for next year. A proposal from Rhyme was presented. Bridget Roberts met with the company representative. Linda Kettner moved to go forward with the proposed contract from Rhyme for a new copier and that Sue Meise will sign the contract, seconded by Addison Arndt. Motion carried.

**-Discussion and Possible Action on Interim Staffing Needs, Duties and Schedules:** Ed Lilla will talk to Sue Meise about keeping this item on the agenda moving forward. We will have more info on this after the board/staff meeting.

**-Discussion and Possible Action on the Search and Hiring of a New Spring Green Library Director:** This will be an ongoing agenda item. Linda Thering moved to authorize Linda Kettner and Addison Arndt to update the ad and forward it to Bridget Roberts, seconded by Jordan Lagerman. Motion carried. Bridget will forward the ad to the library board members.

**-Library Service Plan:** We are still requiring masks. Our library received an email today that says a Green County library is closing due to increased COVID cases. This is a concern. Tomorrow Grace (Youth Services Director) is starting inside storytimes, but isn't sure if she will continue with this. We will continue to monitor this situation. The broken window was discussed. We need to file an insurance claim with the village for this. The cost for replacement is approximately \$1,039. We have a \$500 deductible.

**General Public Comment:** Jackie Passant pointed out that we have always been able to find the best person for our library director. She encouraged us to take our time in this process to find the best person. Joy Kirkpatrick encouraged the board to send the exit interview to other directors.

**Adjournment:** Linda Thering moved to adjourn this meeting, seconded by Addison Arndt. Motion carried.

Respectfully submitted,  
Linda Kettner