

**Spring Green Community Library Board Meeting
Tuesday, December 4, 2018**

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

Present: Sue Meise, Linda Kettner, Linda Thering, Robin Reid, Janet Keel, Ed Lilla, Carrie Portz (director)

Absent:

Guests: Bridget Roberts, Mark Ibach, Tyler Wilkinson

Review and Adopt Agenda: Robin Reid moved to accept the agenda, seconded by Linda Thering. Motion carried.

Trustee Training - Mark Ibach from South Central Library System: Mark distributed Chapter 1 of the Trustee Essential Handbook titled "The Trustee Job Description." Marketing the library is an extremely important role of the library board. It was suggested that we have a short list of talking points to refer to. Library boards are encouraged, but not required, to have a strategic plan. This plan would allow us to prioritize projects, use as a transition piece for board members and employees, use as a support piece for fundraising, and create dialog and relationships within the community. SCLS will help us write a strategic plan and the supporting documents. There is no cost for these services.

Review and Approve Minutes of Previous Board Meeting: Linda Thering moved to accept the minutes, seconded by Janet Keel. Motion carried.

Treasurer & Financial Report: Ed Lilla moved to accept the treasurer's report, seconded by Linda Kettner. Motion carried.

Approval of Bills: Robin Reid moved to accept the bills as reported, seconded by Linda Kettner. Motion carried.

Director's Report: Carrie distributed her report. Visits to the library and attendance at programs are up. The Youth Department had a successful Teddy Bear for first responders project. They have had some fun Fortnight programs. Computer 101 for adults was full. Computer classes on different topics are being explored. A winter stargazing program is coming up next week and again January. In 2019 a series of travel talks will take place. Staff training will take place on Thursday. Wisconsin PLSR recommendation executive summary was distributed. Carrie shared a complaint she received about a movie in our collection. Our collection policy was reviewed.

Friends' Report: Linda Thering reported that at the last meeting they spent time preparing for the Bake/Book Sale and discussing the 2019 Chocolate Lab. The Friends received a donation of \$400 from a family visiting the library this past summer.

Old Business

None

New Business

-Consideration of eliminating fees or late materials in 2019: Carrie distributed a flyer she created with information about the library going fine free. We can waive fees on items checked out through our library as long as the fee is not over \$100. We can waive lost and damaged fees for items we own, but not items from other libraries. It was suggested that we add a sentence that tells people they can make some kind of contribution in lieu of late fees and show what this money may be used for. Linda

Kettner moved to begin the fine free program in January 2019, seconded by Robin Reid. Motion carried.

-Consideration of closed dates in 2019: A list of dates that the library will be closed was distributed. Ed Lilla moved to accept the dates as printed and allow Carrie Portz to make a decision about Black Friday, seconded by Janet Keel. Motion carried.

-Discussion of applications for Library Board Vacancy: We have had a few letters of interest. Carrie will put a deadline date for the letters to be submitted and we will discuss this at our January meeting.

General Public Comment: Bridget Roberts thanked the board for being progressive and going with the fine free program. Sue Meise brought up reports about Smart technology and to be aware of this.

Confirm date of next meeting: Tuesday, January 8, 2019 at 5:00 PM

Adjourn: Robin Reid moved to adjourn this meeting, seconded by Linda Thering. Motion carried.

Respectfully submitted,
Linda Kettner