

Spring Green Community Library Board Meeting

Tuesday, December 6, 2022

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

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

Absent:

Guest: Bridget Roberts

Director: Emily Whitmore

2. **Agenda:** Addison Arndt moved to approve 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. Linda Kettner moved to accept a, b and c, seconded by Linda Thering. Motion carried. Linda Thering moved to approve d, seconded by Ed Lilla. Motion carried.

a. Review and approve Minutes of November meeting

b. Approval of Treasurer's Report

c. Approval of Financial Report

d. Approval of Bills

4. **Director's Report:** Emily Whitmore distributed her report and current library data. The AED has arrived. We continue to look for a Youth Service director.

5. **Friends Update:** They held their Book and Bake sale.

6. **Sauk County Library Board Report:** Linda Kettner reported that a meeting was held Nov. 15, 2022. The county reimbursement was going to be voted on at the county board meeting that night.

7. **Action to convene into closed session under Section 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."** Linda Kettner moved to go into closed session, seconded, by Jeannie McCarville. Roll call: Arndt-aye, McCarville-aye, Lagerman-aye, Lilla-aye, Kettner-aye, Thering-aye, Meise-aye. Motion carried.

a. Staff Compensation and Discussion

8. **Reconvene into Open Session:** Linda Kettner moved to reconvene in open session, seconded by Addison Arndt. Roll call: Arndt-aye, McCarville-aye, Lagerman-aye, Lilla-aye, Kettner-aye, Thering-aye, Meise-aye. Motion carried.

9. **Discussion and possible action on staff compensation:** Linda Kettner moved approve the staff salaries as presented, seconded by Jeannie McCarville. Motion carried.

10. **Unfinished Business-Discussion and possible action on the following:**

a. 2022 Year End Library Purchases: Ed Lilla and Jordan Lagerman will work with Emily to select a TV for use in the Community Room. Emily and the staff are also interested in furniture for the teen area and benches for outside. Ed Lilla moved to allocate an amount not to exceed \$5,000 toward the purchase of the items mentioned, seconded by Addison Arndt. Motion carried.

b. HVAC Filtration: tabled

c. Board Meeting Dates for 2023: Ed Lilla moved to hold the library board meetings on the second Monday of each month, seconded by Jordan Lagerman. Motion carried.

d. Locker Update: The locker doors are freezing shut. The supplier suggested using 3 in 1 oil, a covering or turning the unit so it faces a different direction. Staff are going to start with the application of the oil.

e. WiFi Port: We have received an extra WiFi port due to the CARES Act. SCLS has indicated that it will take 6 hours to install. Installation is expensive, but SCLS may help. Potential locations were discussed. Emily will get a quote for installation and Jordan Lagerman will check with Cardinal IT staff for solutions.

11. New Business

a. Board Bylaws: Linda Kettner, Addison Arndt and Jordan Lagerman will review the current bylaws.

b. Staff In-Service Days 2023: Emily would like to close the library April 13, 2023 from 1pm-7pm and September 15, 2023 from 9am-5pm for staff inservice. Addison Arndt moved to close the library on the dates Emily has presented, seconded by Linda Thering. Motion carried.

c. Permanent Desk Guard: tabled

12. General Public Comment: Bridget Roberts suggested that Kraemer Kitchen Cabinets may be able to help with the building of a desk guard.

13. Confirm Date of next meeting: Monday, January 9, 2023 at 5:00 PM

14. Adjournment: Ed Lilla moved to adjourn the meeting, seconded by Addison Arndt. Motion carried.

Linda Kettner