

**Meeting Minutes**  
**Spring Green Community Library Board of Trustees**  
**Tuesday, May 10, 2022 at 5 pm**  
**Spring Green Community Library**  
**230 East Monroe Street Spring Green, Wisconsin**

In attendance:

Board members: Arndt, Lilla, McCarville, Thering, and Meise. Lagerman and Kettner were absent.

Library Staff: Bridget Roberts, Jackie Passant, Nancy Hume

1. Call to order and certify compliance with Open Meeting Law
2. **Review and approve agenda.** *The agenda was reviewed and approved by Thering, seconded by Arndt. Motion passed.*
3. **Review and approve minutes of April 12, 2022 meeting.** *Motion by Thering, seconded by Arndt. Motion passed*
4. **Treasurer & Financial Report.** *Motion by Lilla to approve. Second by Thering. Motion passed*
5. **Approval of Bills.** *Motion by McCarville, seconded by Lilla. Motion passed*
6. **Staff Report.** *Bridget highlighted items in the written report distributed.*
7. **Friends Update.** *No Update*
8. **New Business** – Discussion and possible action on the following:
  - a. **Sauk County Reimbursement 2023** – *Going up to \$95K. 2022 was \$81K.*
  - b. **Staffing-** *Losing a staff member on M, T, Fr mornings. Jackie said staff was burning out with their now roles and responsibilities. No action until later agenda items.*
  - c. **Saturday Hours** – *Due to staffing opening at 10AM as opposed to 9AM. Motion by Lilla. Second by Thering. Motion Passed.*
  - d. **Library Board Appointment** – *Approved to renew appointments as presented. Motion by Lilla, seconded by Arndt. Motion passed*
9. **Old Business** – Discussion and possible action on the following:
  - a. **Director Search Update** – *No new applicants. Looking at additional options to post. Motion to approve \$200 for additional publication of notice. Motion by McCarville, seconded by Lilla. Motion passed.*
  - b. **Landscaping plans for around building** – *Linda K, Patti P. and Sue met to discuss additional landscape needs. Patti added plantings on the south side and Sue will speak with public works about watering. Lawn is being watered on east side of building. Village added more seed. The front of the building needs more mulch. Patti feels the whole south side of the building west of the doors needs to be redone with the existing plantings removed. Decided to wait for Linda K to return to discuss additional garden plans but to move forward with mulch for planted area. Motion by Lilla to approve up to \$300 for mulch for the kaleidoscope garden. McCarville Second. Motion Approved.*
  - c. **Replacement of computers.** *Motion to approve replacement of 3 computers at \$2136.75 and purchase a new HP colorjet printer at \$447.48 out of the available \$8,668.05 of technology funds by Lilla. Second by Thering. Motion Passed.*
  - d. **Review Community Room Policy** – *No action. Will revisit as necessary.*

**e. Library Service Plan** - *No action other than Saturday hours change approved earlier in meeting. Will revisit as necessary*

10. **General public comment** *There was additional discussion by staff on reducing evening hours because there is not a lot of traffic after 5:30pm. Adding the lockers may allow for service to patrons in the evening.*
11. **Convene into closed session** under Section 19.85(1)(c) of the Wisconsin Statutes for “Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.” *Roll call vote with all board members voting in the affirmative to convene in closed session.*
  - a. Review and approve closed session agenda.
  - b. Discussion and possible action on Interim Staff Roles and Responsibilities. *No action taken in closed session. Action taken in open session*
12. **Reconvene into open session.** *Roll call vote with all board members voting in the affirmative to reconvene in open session.*
  - a. Discussion and possible action on Interim Staff Roles and Responsibilities. *Actions were taken to temporarily reduce staff loads as well as acknowledge additional workload due to a lack of Director.*

*Motion by Lilla to hire Carrie Portz as Interim Director for a 10-week term to be paid out of the existing Director salary funds. Second by Thering. Motion Passed.*

*Motion by Thering to issue Discretionary Merit Awards to staff from library held funds. Second by McCarville. Motion Approved.*

13. **General Public Comment:** *Jackie Passant mentioned that Grace suggested posting the job on Indeed. Addison was looking into that.*
14. **Next Meeting:** June 7<sup>th</sup>, 2022
15. **Adjourn:** *Motion by Arndt, seconded by McCarville. Motion passed*