

**MINUTES OF SEPTEMBER 21, 2020 MEETING
BOARD OF TRUSTEES OF THE TOWN HALL LIBRARY
TOWN OF MERTON, NORTH LAKE, WISCONSIN**



I. Call to Order: The meeting was called to order at 3:45 pm by President Ploch, who attended in person. Also present in person were Directors Herrick, Nawrocki, and Stippich joined at 3:54 pm, Interim Library Director Riel. Directors DiPietro and Savitskij attended virtually.

II. Public Input: None to report.

III. Consent Agenda: Herrick moved to approve Items **A.** through **E.** on the Consent Agenda, seconded by Nawrocki, and unanimously approved.

F. Financial Report:

- a. Ploch moved to approve August, 2020 expenses in the amount of \$41,899.77, seconded by Savitskij, and unanimously approved.
- b. Herrick moved to approve the May, 2020 petty cash report in the amount of \$108.45, seconded by Ploch, and unanimously approved.

G. Committee Reports:

a. Director's Report:

- Martha Riel introduced herself with a brief history.
- COVID-19 procedures will remain unchanged. Waiting on input from schools now that they are in session before changes are considered.
- The library received \$4,790.41 for Route to Recovery Covid related expenses including the shields, sanitizer, and other items with additional payments coming. The more permanent window cover to be built for winter curbside service will use these funds.
- Riel appreciated the useful discussions with town staff about personnel policies aligning with staff, and Herrick was pleased to hear this. Stippich and Savitskij explained they had past involvement with these discussions and volunteered to help as needed. It was noted that some alignment would be useful in terms of pay and vacation, but full alignment would not be possible due to the different nature of the job types between the library and the town.
- In process of hiring a teen librarian with a second candidate being considered for 13 hours/week for their technical skills.
- Beth is in process of filling the 2 vacant circulation assistant positions, and 2 pages have returned to work. We still have vacant positions and 3 people who have not yet resumed their hours yet. It leaves us with staff money in the in budget.
- It was mentioned that the volume of statistics presented each month may not be necessary and an alternative shortened version was presented. Herrick and Ploch agreed a shorter version was desirable.

b. Friends Liaison:

- None

c. Foundation Liaison:

- Ploch reported Marylou Findley will take the Post Office Sign to North Lake School.

d. Town Board Liaison:

- Herrick had no report.

IV. Unfinished Business

- A. Phase-in COVID plans covered in director's report. Noted by Savitskij that Arrowhead Union HS had 64 kids in quarantine with more being added, and that should be monitored as part of future decisions
- B. Route to Recovery reimbursement discussed in director's report.
- C. Nothing new to report on filling the library board opening. The old director did not forward the old application she mentioned before leaving. We will continue to advertise. Herrick will ask friends in book clubs to spread the word.
- D. Staff openings were discussed in director's report
- E. No action taken on 2021 Budget draft; will revisit in next meeting. Health insurance costs are now estimated to increase 6%. More information is needed from the town before final decision is made. Herrick mentioned the need to revisit our long-term plan, in case budgeting money is required for capital improvements.

V. New Business

- A. Riel presented a job description to post for the open library director's position. It was agreed that a salary range will be based on the old director's salary and the ranges of other Bridge directors. Riel will email that information to the board, add it to the job description, and then post to library schools and places recommended the Bridges staff. All applications will be funneled through Riel and then shared with the board. The committee of Stippich, Cull, Nawrocki, and Savitskij will then sort through them. Staff will be invite to sit in on interviews. DiPietro noted that the job description may need more information about the library itself if not enough replies were received.
- B. Policy and Procedure manual was discussed in director's report.

VI. Adjournment

On Motion by Herrick, seconded by Ploch, and unanimously approved, the meeting adjourned at 4:45 pm.

Respectfully submitted,

Karen Savitskij and Don Herrick
Acting Secretaries

Next Meeting: Regular Library Board of Trustees
October 19, 2020 at the Town Hall Library at 3:45 pm