

**MINUTES OF OCTOBER 19, 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 3:45pm by President Ploch, who attended in person. Also present in person were Directors Herrick, Nawrocki, and Stippich. Interim Library Director Riel and Directors DiPietro and Cull attended virtually. Director Savitskij joined virtually at 4:02 p.m. Stippich took meeting minutes.
- II. Public Input:** None to report.
- III. Consent Agenda:** Herrick moved to approve Items 1 through 4 of the Consent Agenda, seconded by Ploch, and unanimously approved.
- Financial Report**
- a. Ploch had a question re telephone expenses, which Riel addressed. Ploch then moved to approve the September, 2020 expenses in the amount of \$46,296.28, seconded by Nawrocki, and unanimously approved.
 - b. Herrick moved to approve the September, 2020 petty cash report in the amount of \$83.50, seconded by Ploch, and unanimously approved.
- Committee Reports**
- a. Director's Report: Riel presented the Director's Report. Of note for the next Director, Riel expressed that updating the website should be given priority and that she had reached out to THL's website manager for an estimate, including functionality of the new mobile application. Savitskij noted that she would like the estimate to include updating the site for ADA compliance as identified by the Strategic Plan. Riel said she would include that. Riel said she also spoke with the staff regarding following through with some of the goals in the Strategic Plan such as repurposing the space, as well as ideas/priorities for next plan. Riel presented September statistics and noted that THL is in average range for circulation given the circumstances and that is before THL's extended hours (opened Saturdays) beginning October.
 - b. Friends' Liaison: Rogers Blum was not in attendance so no report was given.
 - c. Foundation Liaison: Ploch reported that the Post Office sign has been relocated to the North Lake School.
 - d. Town Board Liaison: Herrick reported a ~2% increase in wages.
- IV. Unfinished Business**
- A. THL Board Opening (Non-Town of Merton Resident). Herrick reported that he had asked book club members he knew and did not get any response. Others reported similarly. Stippich asked DiPietro whether she could send a note to the Merton Elementary/Intermediate school letting them know of the opening and seeking interest. She said she would follow up.
 - B. 2021 Budget. Riel presented a draft, which included a 1% increase in wages, but said she was waiting on whether it would be revised to 2% increase, so voting on the budget was tabled until next meeting.
- V. New Business**
- A. Director Search. Riel summarized that she had received approximately 10 applications and would set up a virtual meeting with the search committee (Savitskij, DiPietro, Cull, Stippich, Nawrocki) to narrow the list to 4-5 and then conduct first round interviews to get to a list of 2-3 for final interviews. The Committee agreed to meet virtually on Friday,

October 23, 2020 9 am. Riel sought input during the meeting regarding impressions of the candidates based on the initial submissions. General positive feedback by members regarding the number of applicants. Riel emphasized how the search had reached outside of Wisconsin, which helped with the numbers. Ploch noted many of the candidates have a lot of experience in the teen/young adult age group, to which Riel responded that many librarians start in the children's section because there are usually a lot of openings there; she was not sure why in this case, the applicants had more teen/young adult experience. Riel noted that having experience in public library administration and Bridges is also good experience.

VI. Adjournment

Motion by Herrick, seconded by Nawrocki, to adjourn meeting. Motion carried unanimously, and the meeting adjourned at 4:29 p.m.

Next Meeting: Regular Library Board of Trustees
November 16, 2020 at the Town Hall Library at 3:45 pm