

**MINUTES OF APRIL 19, 2021 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 attending in person were Trustees Cull, Nawrocki, Rogers Blum, and Library Director Iyengar. Trustee DiPietro attended virtually. Trustee Stippich arrived at 4:05 pm.
- II. Public Input:** There was no public input.
- III. Consent Agenda:**
- a. On Motion by Ploch, seconded by DiPietro, the Minutes of the March 15, 2021 meeting were unanimously approved.
 - b. Bridges System Update accepted as presented.
 - c. Statistics accepted as presented.
 - d. Committee Reports
 - i. Director's Report was accepted as presented, and is on file for future reference.
 - ii. Friends' Liaison: Rogers Blum reported the Friends' work on the Library gardens continues. The Friends will award a \$3,000 scholarship to staff member Matt Amenda. Details about presentation of the scholarship are being developed.
 - iii. Foundation Liaison: no report given.
 - iv. Town Board Liaison: no report given.
- IV. Financial Reports:**
- a. March, 2021 invoices in the amount of \$45,270.93 were unanimously approved on Motion by Rogers Blum, seconded by Ploch.
 - b. Petty Cash in the amount of \$130.60 was approved unanimously on Motion by Rogers Blum, seconded by Ploch.
- V. Unfinished Business:**
- a. New Library Policies: Library Child Safety and Vulnerable Adults Policy; Library Conduct Policy; and Privacy of Library Records and Library Use Policy were unanimously approved on Motion by Stippich, seconded by Nawrocki.
 - b. The President was authorized to sign the amended 2022 Allowable Cost budget on Motion by Rogers Blum, seconded by Cull, and unanimously approved.
 - c. The President was authorized to sign the amended 2020 Annual Report on Motion by Rogers Blum, seconded by Cull, and unanimously approved.
- VI. New Business:**
- a. On Motion by DiPietro, seconded by Ploch, and unanimously approved, payment of \$417.50 was authorized for a petting zoo at the June 30 Children's Summer Program.
 - b. Term expirations and appointments of Trustees were discussed. Two resumes for Trustee have been forwarded to Town Chairman Klink for his recommendations.
 - c. Iyengar described reorganization of duties which she recommends: A marketing coordinator, a reference librarian/technical assistant for patrons are needed. Iyengar said that staff reassignments will help to fill these spots. She suggests the reference desk be located where it will be easy for patrons to see and to access. It was agreed that she should reconfigure the area near the circulation desk and make the necessary staff changes.

- d. Fund raising by an outside source for Library building projects was discussed. It was agreed that no action will be taken at this time, as it is premature. The Trustees asked the Director to obtain bids for temporary repairs of the front entrance that will last at least two or three years until building projects and funding for them can be studied in more depth.
- e. On Motion by Ploch, seconded by Cull and unanimously approved, the Library's COVID-19 mask requirement will be changed from masks required to masks recommended until May 31.
- f. Iyengar presented a proposal for a reference desk purchase for \$4,000. A Motion by Stippich, seconded by Ploch to authorize the purchase was unanimously approved.

7. Adjournment: Motion by Nawrocki, seconded by Stippich, to adjourn at 4:58 pm. Motion carried unanimously.

Respectfully submitted,

Mary L. Rogers Blum
Secretary

Next Meeting: Regular Library Board of Trustees
May 17, 2021 at the Town Hall Library at 3:45 pm