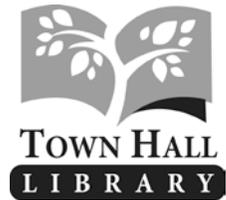


**MINUTES OF JANUARY 29, 2020 MEETING
BOARD OF TRUSTEES OF THE TOWN HALL LIBRARY
TOWN OF MERTON, NORTH LAKE, WISCONSIN**



- I. Call to Order:** The meeting was called to order at 3:45 pm by President Ploch. Also present were Directors Cull, DiPietro, Herrick, Nawrocki, Rogers Blum, Savitskij, Stippich, and Library Director Schoenhaar.
- II. Public Input:** Rogers Blum reported no new messages in the Trustees' email account.
- III. Consent Agenda:** DiPietro moved to approve the Consent Agenda, seconded by Nawrocki, and unanimously approved.
- F. Financial Report:**
- a. Rogers Blum moved to approve December, 2019 expenses in the amount of \$50,161.06, seconded by Ploch. Ploch questioned a miscellaneous expense for \$867.00 in Building, Grounds and Maintenance. Schoenhaar will check with Assistant Director Hanson, who posted the expense, and notify Trustees via email with specifics about the expense. Vote was then held, and the Motion was unanimously approved.
 - b. DiPietro moved to approve the December, 2019 petty cash report of \$15.00, seconded by Nawrocki, and unanimously approved.
- G. Committee Reports:**
- a. Director's Report.
 - ~ A power outage on January 25 resulted in some disruptions, which have been corrected.
 - ~ A library patron and our library were featured in the *Waukesha Freeman* for the 500 Books before High School program.
 - ~ Employee Flessert will be on leave from April 16 to June 1.
 - ~ Interviews are being held for a Young Adult librarian.
 - ~ A grant proposal has been submitted for Science Kits for Public Libraries.
 - ~ Schoenhaar attended sessions regarding a new mobile app for Bridges, which will take some time until launch, and will be costly, with details to come in future months.
 - ~ Bridges was unable to get confirmation during Schoenhaar's absence about our participation in RFD scanners and a LSTA grant for scanners, which would result in a savings to us of approximately \$9,000. Bridges Director Mercier agreed to amend the proposals for these items to include Town Hall Library.
 - b. Friends Liaison: Rogers Blum reported the Friends Annual Meeting will be held May 13, will include a silent auction, and she will poll the trustees at the February meeting for their contributions to the auction.
 - c. Foundation Liaison: Ploch reported the Foundation will request at a future meeting our permission to hang an historical sign in the Library.
 - d. Town Board Liaison Herrick did not have a report.
- IV. Unfinished Business**
- A. Personnel Policy – Vacation and Leave Draft/Update** was tabled. Herrick stated that an email had been sent to the Director and the Trustees in this regard, but that email had not been received as of this meeting. Schoenhaar distributed the existing policy with her notations regarding suggested changes and similarities and differences with the town's policy.

V. New Business

- A.** A copy of Wisconsin's Inclusive Services Assessment and Guide was distributed. Town Hall Library made an ongoing and concerted effort to comply with an audit made last year. Motion by Ploch, seconded by Nawrocki, that the Trustees should each read the assessment guide; our compliance should be ongoing, corrections made whenever possible.
- B.** The Strategic Plan for 2016-2020 was distributed. Many items on the Plan have been completed. Work will need to begin on a Plan for 2021-2025.
- C.** On Motion by DiPietro, seconded by Cull, a \$170.00 fee to Jessica Michna for a March 6 program on Laura Engels Wilder was unanimously approved.
- D.** Grant activities: A letter from IEEE acknowledging receipt of our grant application for science kits, and our request has passed an initial screening. No action taken.
- E.** Bridges updates included the requirement that we must comply with Web Content Accessibility Guidelines. OCreative has presented a proposal for \$750.00. Savitskij asked whether that amount would include ongoing service. Schoenhaar will discuss with Ocreative and will email the Trustees about this issue. No action taken.

VI. Closed Session

- A.** Motion by Stippich, seconded by Savitskij, to enter into Closed Session pursuant to State Statute 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, Library Director. The Secretary called for a roll call vote: Cull-Aye; DiPietro-Aye; Herrick-Aye; Nawrocki-Aye; Ploch-Aye; Rogers Blum-Aye; Savitskij-Aye; Stippich-Aye. Motion carried unanimously. Schoenhaar left the meeting. Motion by Savitskij, seconded by Stippich, to extend the meeting time from 5:00 pm to 5:20 pm, Motion carried unanimously. Discussion ensued.
- B.** Motion by Stippich, seconded by DiPietro, to reconvene into Open Session. The Secretary called for a roll call vote: Cull-Aye; DiPietro-Aye; Herrick-Aye; Nawrocki-Aye; Ploch-Aye; Rogers Blum-Aye; Savitskij-Aye; Stippich-Aye. Motion carried unanimously. Stippich reported on the committee's (consisting of Stippich, Ploch, and Rogers Blum) meetings with three employees involved in an email exchange. No action was taken.

VII. Adjournment

On Motion by Herrick, seconded by Nawrocki, and unanimously approved, the meeting adjourned at 5:21 pm.

Respectfully submitted,

Mary L. Rogers Blum
Secretary

Next Meeting: Regular Library Board of Trustees
February 17, 2020 at the Town Hall Library at 3:45 pm