

**MINUTES OF FEBRUARY 17, 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 3:47 pm by President Ploch. Also present were Directors DiPietro, Herrick, Rogers Blum, Savitskij, Stippich, and Library Director Schoenhaar.
- II. Public Input:** Rogers Blum reported no messages in the Trustees' email account. The email account needs to be reauthorized by library employee Flessert.
- III. Consent Agenda:** Herrick moved to approve the Consent Agenda, seconded by DiPietro, and unanimously approved.
- F. Financial Report:**
- a. Savitskij moved to approve January, 2020 expenses in the amount of \$60,894.57, seconded by Rogers Blum. The Motion was unanimously approved.
 - b. Rogers Blum moved to approve the January, 2020 petty cash report in the amount of \$116.00, seconded by Savitskij; motion unanimously approved.
- G. Committee Reports:**
- a. Director's Report.
 - ~ Trustee Nawrocki has been ill. Herrick will send get well flowers.
 - ~ Kaylee Rae McDonald has been hired as a new Young Adult Librarian. She will graduate in May with an MLIS from UW-Madison.
 - ~ Our Youth Services team is instituting new approaches, including a newsletter, which have been very well received by patrons.
 - ~ Washington County is actively seeking ways not to pay for their citizens using libraries in other counties. This would have an extreme negative effect on our budget. Schoenhaar will keep us apprised as this develops.
 - ~ Bridges has appointed Karol Kennedy as the new Bridges Director, replacing Connie Meyer on March 18.
 - ~ Schoenhaar feels it is prudent not to write her Director's Report in advance of our Monday Board Meetings because she attends Alliance of Public Libraries meetings on the prior Friday, and there is often important information from those meeting that needs to be shared at ours.
 - b. Friends Liaison: Rogers Blum asked for auction donations from each Board member for the Friends Annual Meeting on May 13. She will collect specific information at next month's meeting. The Friends have asked permission to hang a commemorative plaque in the Library.
 - c. Foundation Liaison: Ploch had no report.
 - d. Town Board Liaison Herrick had no report.
- IV. Unfinished Business**
- A.** Personnel Policy – Vacation and Leave Draft/Update was unanimously approved on Motion by Savitskij, seconded by DiPietro. Savitskij asked that all employees acknowledge receipt of the revised policy.
 - B.** Ocreative's invoice for website access/inclusivity in the amount of \$750.00 was unanimously approved on Motion by DiPietro, seconded by Savitskij.

V. New Business

- A.** Motion by Rogers Blum, seconded by Stippich, that the Library be closed to the public on March 20 for a Staff In-Service day. Unanimously approved.
- B.** Motion by DiPietro, seconded by Rogers Blum, to approve Taylor Computer Services' invoice for \$6,617.50. Following discussion, motion carried unanimously.
- C.** Motion by Savitskij, seconded by Rogers Blum, and unanimously approved to pay \$250.00 for a July 15 program fee to The Stapletons Harp & Guitar Duo.
- D.** The Library's 2019 Annual Report was presented and approved unanimously on Motion by Ploch, seconded by DiPietro. Ploch was authorized to sign the report, to then be signed and submitted by Schoenhaar.
- E.** Discussion held regarding an incident on February 2 with a patron and his dog. Motion by Ploch, seconded by DiPietro, to purchase signs for the Library entryways notifying patrons of our dog policy.
- F. and G.** Items tabled on Motion by Rogers Blum, seconded by Ploch, and carried unanimously.

VI. Closed Session

- A.** Motion by Stippich, seconded by DiPietro, 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, Assistant Library Director, Circulation Director. The Secretary called for a roll call vote: DiPietro-Aye; Herrick-Aye; Ploch-Aye; Rogers Blum-Aye; Savitskij-Aye; Stippich-Aye; Motion carried unanimously. Schoenhaar left the meeting. Motion by Stippich, seconded by DiPietro, to extend the meeting until 5:15, carried unanimously. Discussion held regarding email exchange between three employees on January 10 and 12, 2020. Discussion held regarding the extra payroll in December, 2019.
- B.** Motion by Herrick, seconded by DiPietro, to reconvene into Open Session. The Secretary called for a roll call vote: DiPietro-Aye; Herrick-Aye; Ploch-Aye; Rogers Blum-Aye; Savitskij-Aye; Stippich-Aye. Carried unanimously. Motion by Savitski, seconded by Herrick, to approve the extra payroll in December, 2019, and to notify the Town Clerk of this action after approval of these Minutes. Motion carried unanimously. Motion by Stippich, seconded by DiPietro, to advise the three employees of our expectations for future conduct, and that the sub-committee, headed by Ploch, carry out the meetings with the employees. Motion carried unanimously.

VII. Adjournment

On Motion by Herrick, seconded by Ploch, and unanimously approved, the meeting adjourned at 5:19 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

