

**MINUTES OF JULY 20, 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 Rogers Blum, Youth Services Assistant Kleinhans, and Library Director Schoenhaar. Directors Cull, DiPietro, and Savitskij attended virtually. Also present in person was Monika Weber, an observer.

II. Public Input: Rogers Blum reported one message in the Trustees' email, from Wisconsin author Tom Ramstack regarding his book about early Southeastern Wisconsin settlers, which she forwarded to Assistant Director Hanson.

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. Rogers Blum moved to approve June, 2020 expenses in the amount of \$39,634.34, seconded by Ploch, and unanimously approved.
- b. Herrick moved to approve the May, 2020 petty cash report in the amount of \$25.08, seconded by Nawrocki, and unanimously approved.

G. Committee Reports:

a. Director's Report:

- We will provide a Memory Café on August 7, which has been refigured due to COVID. Miss Wisconsin will provide a program at the North Lake Park Pavilion.
- We are well set up and ready for the RFID tagging project next month.
- User Services Librarian Flessert and Youth Services Coordinator Friedemann will be on extended leaves beginning July 22. Young Adult Librarian McDonald resigned effective July 17, and hiring for her position will begin next week.
- The staff Planning Group continues to meet often about opening phases, which continue to evolve successfully.
- Assistant Director Hanson is unable to locate copies of the September, October, and November, 2019 Board of Trustee Meeting packets which she prepared. Schoenhaar asked the Trustees to contact her if they have copies. Copies of the Minutes for those months have been provided by the Secretary.
- Schoenhaar has developed staff tracker spreadsheets from logs which she instructed staff to keep, and which may help to recover some expenses from the COVID-related Route to Recovery Program.
- b. Friends Liaison:
 - Rogers Blum reported the Friends have not met because of closure restrictions; they will meet in August. Friends. President Phenicie will meet with the Foundation regarding donation bricks which will be placed in the Friends' Leitgabel Herb Garden.

c. Foundation Liaison:

- Ploch reported the donation bricks are ready to be picked up and installation is being planned.

d. Town Board Liaison:

- Herrick had no report.

Motion by Cull to move into Closed Session before addressing Unfinished and New Business. Seconded by DiPietro and unanimously approved.

IV. Closed Session

- A.** The Secretary called the roll 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. Cull-Aye; DiPietro-Aye; Herrick-Aye; Nawrocki-Aye; Ploch-Aye; Rogers Blum-Aye; Savitskij-Aye. Unanimous. Schoenhaar and Kleinhans were asked to remain, and Weber was asked to leave during the Closed Session.
- B.** The Secretary called the roll to reconvene to Open Session immediately following the Closed Session for Possible Discussion and Action Concerning the Matters Conducted in Closed Session. Cull-Aye; DiPietro-Aye; Herrick-Aye; Nawrocki-Aye; Ploch-Aye; Rogers Blum-Aye; Savitskij-Aye. Unanimous. Weber was invited to return to the meeting.
- C.** Motion by Nawrocki, seconded by Ploch, to accept Director Schoenhaar's resignation effective August 28, 2020, motion carried unanimously. Schoenhaar stated she chose August 28 to end her employment so that she would not leave without completing a proposed budget for 2021. Ploch appointed a committee of Cull, DiPietro, Nawrocki and Savitskij to contact Bridges Director Kennedy regarding an Interim Director, and to then begin a search for a permanent Director.

V. Unfinished Business

- A.** Schoenhaar presented the Planning Group's most recent recommendations for phasing in reopening, As in the past, the Board agreed that these decisions were best made by Schoenhaar and the group, as they can be responsive and timely, they have done an excellent job with all phases of reopening, and the Trustees expressed confidence they will continue to do so.

V. New Business

- A.** Route to Recovery funding possibilities were discussed, as were the COVID-related staff trackers and potential reimbursements. No action was taken.
- B.** The Board has an opening for a Non-Town of Merton resident. Rogers Blum will notify the Presidents of the Foundation and the Friends and ask them to publicize the opening within their memberships.
Kristal Stippich was appointed on July 28 as the Bridges System Liaison to our Board.
- C.** A preliminary 2021 budget was presented and discussed. The budget cannot be completed until final figures are received from the Town of Merton on August 17.
- D.** Motion by Rogers Blum, seconded by Ploch and unanimously approved, to move the regularly scheduled August 17 meeting to August 24 so that final budget numbers will be available.
- E.** Motion by Savitskij, seconded by Cull and unanimously approved, to purchase items for a \$2,500 Innovative Competitive Grant from Bridges Library System which was awarded to Town Hall Library on April 30, 2020.

VI. Adjournment

On Motion by Rogers Blum, seconded by Herrick, and unanimously approved, the meeting adjourned at 4:49 pm.

Respectfully submitted,

Mary L. Rogers Blum
Secretary

Next Meeting: Regular Library Board of Trustees
September 21, 2020 at the Town Hall Library at 3:45 pm