

**MINUTES OF DECEMBER 19, 2022 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 Cull. Also attending were Trustees Krohn, Mesenbrink, Nawrocki, Ploch, Vidas, and Library Director Iyengar.
- II. Public Input:**
None.
- III. Consent Agenda:**
- a. On Motion by Ploch, seconded by Cull, the Minutes of the November 21, 2022 meeting were unanimously approved.
 - b. The Statistics report was presented.
- IV. Committee Reports:**
- i. Director's Report was accepted as presented, including:
 - The library is fully staffed. Marketing efforts continue to increase attendance to programs, including the new adult offerings.
 - Survey sent to community to obtain community's input on the Library Director.
 - ii. Bridges Library System update was accepted as presented.
 - iii. Friends Liaison Rogers: No report.
 - iv. Foundation Liaison: No report.
 - v. Town Board Liaison: No report.
- V. Financial Reports:**
- a. November, 2022 invoices were unanimously approved on Motion by Ploch, seconded by Vidas.
 - b. The November, 2022 Petty Cash Report was approved unanimously on Motion By Ploch, seconded by Vidas.
- VI. Unfinished Business:**
- a. No applicant to serve as liaison with the County board has been found. The County will make a decision in April regarding an appointment.
- VII. New Business:**
- a. On Motion by Vidas, seconded by Krohn, the Special Minutes as revised were approved barring that all names be removed prior to release to the public.
 - b. On Motion by Ploch, seconded by Cull and unanimously approved, the Makerspace Policy as presented.
 - c. Discussion was held regarding how vendors for the library are approved by the Town of Merton. The Board reviewed that a policy is necessary and will review if the Town of Merton has a policy in place. The Library Director will review the current vendor policies of the Town of Merton.
 - d. Discussion was held regarding revising staffing policy and library closings. On Motion by Nawrocki, seconded by Mesenbrink, a revised policy should be presented at the next meeting to include that the library may remain open to the public with fewer than three members present.
 - e. Discuss was held regarding the Library Director's time spent as presented. The Board requested that it continues to receive such report.

- f. Discussion was held regarding the services and guidance the Town of Merton provides the Library as a Department of the Town. The Board will request a special session or meeting with the Town Hall Board in January to discuss the infrastructure and operations of the Library as a Department of the Town.

VIII. Convene in Closed Session:

- a. Motion by Ploch, seconded by Mesenbrink, to reconvene in closed session pursuant to WisStats SS19.85(1)(c), performance review of the library director, the Secretary called the Roll: Cull, Aye; Krohn, Aye; Mesenbrink, Aye; Nawrocki, Aye; Ploch, Aye; Vidas, Aye; Motion carried unanimously. Iyengar left the meeting.

Cull presented the Library Directors evaluation and results of surveys received. Following discussion, it was agreed a performance review will be given to Iyengar following July 1, 2023 in a private meeting,

- b. There being no further business, Motion by Vidas, seconded by Nawrocki, to reconvene in open session; the Secretary called the Roll: Cull, Aye; Krohn, Aye; Mesenbrink, Aye; Nawrocki, Aye; Ploch, Aye; Vidas, Aye; Motion carried unanimously

IX. Adjournment.

There being no further business, the meeting adjourned at 4:52 pm on Motion by Nawrocki, seconded by Vidas, and unanimously approved.

Respectfully submitted,

Bernadette Mesenbrink

Next Meeting: Regular Library Board of Trustees
January 16, 2023 at the Town Hall Library at 3:45 pm