

Cadott Library Board of Trustees-March 11, 2019

Opening: Meeting was called to order by President Kotek at 4:30 PM.

Roll call/Establish Quorum/Compliance of Open Meeting Law: Board members present: Kotek, Danielson, Mackie also there was Library Director Samma Johnson. Kaiser and Huhn were absent. Quorum was established. We are in compliance of Open Meeting Law.

Approval of Agenda and Prior Meeting Minutes and Bill Payment: Motion was made by Danielson/Mackie to approve today's agenda. Motion was made by Kotek/Danielson to approve the minutes from the February 11th meeting. Motion was made by Kotek/Mackie to approve bill payment. All aforementioned motions were unanimously approved.

Library Director's Report: Last week 2 kids attended the paper beads programs. Samma has put together a short survey for program goers. She also plans to start a RPG program. There are 3 upcoming programs: regular story time, incredible kids' day and a fine forgiveness day for patrons under 18 years old.

The book sale brought in \$130 of free will donations. Samma is hoping to hold one book sale per month in the future. She is putting energy into galvanizing our current Friends of the Library group and hoping to grow this group. She will be attending the March 23rd friends meeting at the Cadott Family Restaurant. She is hoping this group will focus on project fundraising. She has created a friend's page on the library website and has begun an Amazon wish list on that page.

Samma will be doing public outreach when she attends Child Development Days at the Cadott Elementary School which will be held on March 13. She is taking a laptop and is prepared to issue new library cards there.

Samma reports the ant problem is improved, but definitely not gone. Staff is still trying to use ant traps. Samma said the village told her that is the method they use. If she needs to contract help for extinguishing the ants, Mr. Kotek will check with the village to see if they will pay for that or it has to come from the library budget.

Quick Books has been set up for library bookkeeping. Laptops and the circulation computer have also been set up. Samma purchased phones with amplified sound.

Samma presented ideas for revising the time away from work and inclement weather (now called emergency leave) library policies. This was the first read only. Mr. Kotek will be checking if our policies need to align with village employee policies in these matters.

Samma has a 2 page list of grant possibilities for new library construction. However, money can't be asked to be granted without a finalized design and cost estimates. Discussion was made as to how the library currently does not have its own long-range plan. The village has one until 2030. It was agreed attention should be given to developing one for the library itself.

IFLS will be conducting an April 23rd webinar on the process of planning for new library construction. They requested to use Cadott as an example. Though the library board thinks this is fine, Mr. Kotek will check with the village to ensure they are okay with this.

Discussion was held about the bylaws saying we should be forming a committee to make nominees for the May library board election. We will be changing the bylaws since the board wants to operate as was previously done. This is by open nominations at the May board meeting.

Trustee Essentials Guide: Library Trustee Essentials #22 was briefly mentioned: Freedom of Expression & Inquiry. Nobody present had any questions.

Public Comment There was no public present, hence no comments were made.

Closing/Adjournment: Ms. Danielson needed to leave our meeting at 5:24 PM. At that point, there was no quorum and nothing voted upon after her departure. Adjournment motion was made by Mackie/Kotek at 5:33 PM.

Respectfully submitted,

Diana Mackie (as substitute for Dorothy Kaiser-secretary)