Cadott Library Board of Trustees

Special Meeting: Monday, June 24, 2019

Opening: Meeting was called to order by President Kotek at 4:31pm.

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

Approval of Agenda and Prior Meeting Minutes and Bill Payment: Motion was made by Huhn/Kaste to approve today’s agenda. There were two main items on the agenda: discussion/vote on changing board meeting time and discussion/approval of the employee handbook: Time Away From Work Policy.

Board Meeting Time After a period of discussion, a vote was held. A “yes” vote favored changing our board meeting time to 5:30pm and a “no” vote indicated a desire to keep our meeting time at 4:30 pm. The vote count was 3-1 with “no’s” over “yes’s”. Therefore, board meeting times will remain at 4:30pm. President Kotek then indicated that member Danielson will be asked to submit a formal resignation. We expect that we will run one short for July’s regular meeting, and hope to have our new member in place to join in on our August meeting.

Employee Handbook Revision Discussion then turned to approval of proposed changes to the Time Away From Work Policy section of the employee handbook. The main matters discussed were compensation for weather-related closures and turning Good Friday into a staff work day rather than a holiday. After a thorough discussion, the board favored 2 weather-related compensated work days (for the hours scheduled to be worked) rather than the 3 proposed. Also, the student worker would be excluded from this benefit. The board also reached a consensus on having Good Friday be a staff work day rather than a holiday.

There was a handbook committee organized of President Kotek and Vice President Huhn. They will be holding committee meetings to proceed through revising the other parts of the handbook. When all parts have been revised by the committee working with our library director, then the board will vote to approve the wholly revised handbook. The committee hopes to begin meetings in July.

Upcoming Business Our July meeting will focus on building plans. August will need to look at our next budget as our proposed budget needs to be submitted timely to be part of the Village budget meeting in October.

Adjournment Motion was made by Huhn/Mackie to adjourn. Motion carried at 5:34 pm.