Cadott Library Board of Trustees-July 8, 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, Huhn, Kaste, and Mackie. Danielson 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 Mackie/Huhn to approve today’s agenda. Minutes were read from our June 10th regular meeting. A correction was made that the handbook revision committee plans to begin meeting in July rather than August. Minutes were then read from the special meeting held on June 24th. No corrections necessary. The corrected June 10 minutes and the June 24 minutes as is were then approved by a motion made Huhn/Kaste.

Bills had been reviewed by V.P. Huhn. A motion was made by Kotek/Huhn to approve payment of the June bills. All aforementioned motions carried.

Library Director’s Report:

Samma read her director’s minutes to the board. The Galaxy clothing event was enjoyed by those in attendance. A family was able to make Father’s Day gifts at the event. We had one official and one unofficial story time this month. The ladies who had previously helped lead story times have requested dropping down to one story time (preferably the first half of each month) starting in September. Samma will explore changes in story time during our winter months, which are less attended.

One of our employees, Lora, anticipates a return to work on July 12th. Perlina’s last official day was July 5th. Tad is doing well catching on. Our temp worker from Workforce Resource will no longer be with us due to finding permanent employment elsewhere. While with us, she accomplished a lot of inventory scanning. Our inventory had last been done in 2015 and the recent scanning shows that we are missing a decent amount of material. Samma will be conducting double-checks in the next month or two, and then she will most likely be deleting missing items from our collection.

Our Friends of the Library group has helped Samma in the purchase of board games and will likely be helping in snacks for our Beach City After Dark event (if held) and refilling kit items.

Trustees were reminded about upcoming opportunities for training. Also Samma has registered for her fall classes and will be participating in Director’s Boot Camp in Marshfield from Aug 21-23rd. Samma took in a $700 donation from the concessions company that services Stanley Correctional. The board requested she send a thank-you for this generous gift.

Other Current Business: The next item on the agenda was our long-range plan & building steps. Discussion on this topic resulted in 3 main actions: (1) a Survey Monkey survey has been composed by Samma with a few additional ideas from the board. This survey will be issued and advertised in many ways; (2) Samma will work on assembling a focus group/groups that incorporate various civic groups; and (3) listening sessions will be planned to begin in September. The board agreed that collecting data is our primary current need.

After data is collected, a current feasibility study needs accomplished. The trustees realize the village board will be focused on the financial aspects of our long-range plans.

Our next agenda item was the addition of Saturday hours in 2020. The completed surveys will give us insight into community interest in Saturdays. It was mentioned by Samma that Tier I (basic) library services set the bar at 40 open library hours per week.

Possible budget impacts of the addition of Saturday hours were presented by Samma. Samma will further develop these numbers for our August meeting. In light of time to get completed surveys returned, the Long Range Plan Committee will defer their meetings until September.

There was no public present and thus no public comments were made.

Closing: Motion was made by Mackie/Kaste to adjourn our meeting at 6:03 pm. Motion carried.

Respectfully submitted,

Diana Mackie, Secretary