Cadott Library Board of Trustees-October 14, 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, Hager, Kaste, and Mackie. 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/Mackie to approve today’s agenda. Minutes were read from our September 9th meeting. A motion was made by Kaste/Huhn to approve the minutes. A motion was then made by Kotek/Mackie to approve payment of the September bills. All aforementioned motions carried.

Library Director’s Report:

Samma read her director’s minutes to the board. The elementary kids really enjoyed listening to the Lumberjack program on September 11, which was sponsored by our Friends group and the Goettls. Monthly programming numbers have been lackluster. National Novel Writing Month will be kicking off with an event on November 1st.

Our on-call employee Elizabeth was hired as the director in Stanley. We are searching for a replacement for this position which does not have guaranteed hours, but historically has been about 12 hrs. per month, with a maximum of 200 hours per year.

The Youth Services workshop Samma attended in September gave her interesting ideas to attract the teen population. Some of these ideas include TAG’s (Teen Advisory Groups) and unique student-fueled fundraising projects.

Our Friends group has helped Samma purchase some marketing items, such as the calendar she showed the board that will be given out in December, new plastic bags, and in-memory cards for library donors. Samma is selling existing library bags for $5/each. The gross of these sales is earmarked for new children’s materials.

Samma has now posted all of the 2019 board agendas and minutes on our library website, with plans to add the 2018 ones as well. These can be found under the “About Us” tab, and then the “Cadott Community Library Board” option. Samma is hoping to add a photo of the board. Henceforth, agendas and minutes will continue to be posted on the website and hard copies will continue to be added to the binder kept in the office. Hard copies of upcoming agendas are publicly posted prior to the meeting as well.

In other news, the MORE system is implementing another sign on security layer of a pin number starting October 14th. Samma’s two current classes towards director certification are going well.

Regarding our facility, Cindy discovered mold in our back hallway. Public Works has cleaned this area, and the village will flex-seal soon. A de-humidifier may be purchased.

Other Current Business

A motion was made by Kaste/Huhn to approve the employee handbook inclusive of the necessary changes that were made in grammatical agreement and the sick leave section. The motion carried.

Samma brought bank communication to the board’s attention that we have a CD coming to maturation at Citizens State Bank. It was agreed that we should do some shopping on interest rates, and we will need to renew or move within the 10 day grace period after 10/24/19.

Huhn/Kaste made a motion to take an official board vote to move the Miller Trust to the Chippewa Valley Foundation. This motion passed unanimously. The official recorded vote results will be conveyed to the trust administrator and the lawyer.

Our listening sessions spurred desire by Samma to make our current entrance more attractive. She will check with the village if would be okay to see if the high school Art department would like to paint a mural on our lower exterior wall.

Also, we need to get an updated feasibility study. President Kotek will find out what this update would cost. Vice President Huhn will bring up the need for the village’s community plan to include future plans for the library. The next steps are our focus groups, which the board felt will be beneficial to wait till January to schedule. It is hoped by then an updated feasibility study will have been conducted.

With no public present, there were no comments. A motion was made by Kaste/Mackie, and the motion carried, to move to closed session at 5:36pm for the purpose of conduction a director review. Post review, at 6:45pm, a motion was made by Huhn/Mackie to reconvene to open meeting.

The motion was made at 7:02pm by Huhn/Kaste to adjourn this meeting. Motion carried.

Respectfully submitted,

Diana Mackie, Secretary