Cadott Library Board of Trustees-November 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 are: Kotek, Huhn, Hager, Kaste, and Mackie. Quorum was established. We are in compliance of Open Meeting Law. Also present was: 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. Minutes were read from our October 14th 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 October bills. All aforementioned motions carried.

Library Director’s Report:

Samma read her director’s minutes to the board. Programming saw a few regulars enjoy coffee and coloring and a handful of attendees at the Scooby Doo marathon. There have been no takers on the Write-Ins, but patrons have told Samma that they are writing.

The week of this meeting is International Games Week. Samma is tracking games being played. She is considering the practicality of cataloging some card games for circulation. The RPG and the TCG kits do circulate some already. There is a group of high schoolers that have been respectfully using space at the library to play D&D.

The bag fundraiser grossed $111, and a resultant book order was placed. Stickers will indicate materials which are purchased from these funds.

Samma joined in with the United Way Read to Me at the elementary school on Nov. 8th. On Nov. 15, she will be attending Directors’ Council. On Nov. 20th, she will be talking to the IFLS Board about the Inclusive Services Tool. On Nov. 29th, Samma will be conducting a staff day. The plan that day is to clean up the book sale room and to engage in some webinars about Bibliocore and/or customer service.

Other Current Business

We began a general update on recent discussions. First up was the feasibility schedule. Samma’s main concern here was that it was unclear what/who knew the proper protocol to get authorization to move forward on ordering an updated feasibility study. Our Village Board representative trustee Merlin indicated the matter is being discussed at the village board which is holding a special budget meeting tonight. However he does know that funding such a study is a big concern as there are other budget cuts being made. If and when the updated study is done, it will be on a separate library facility, not on a combined municipal facility.

President Kotek has renewed our matured CD with Citizens State Bank as a result of abiding with Village Policy. The new CD is for 13 months at a higher rate than before. There was nothing to discuss regarding the Miller Trust.

We are still short one on-call employee, and not much interest has been shown in the position. The board members thought that Samma should approach the shortage with an intention of getting a team of 2-3 people that can be called. There were a few names mentioned that board members would talk to and see if they were interested.

The next agenda item was approval of open hours for 2020. Samma had a hard copy of her recommended hour changes, including a few shorter nights, and the inclusion of 4 hours on Saturdays. This is a year-round change that would increase our open hours to 35 per week. The clerk position would increase to 15 hours a week and the student worker would increase to 8. To keep within her 32 hours, Samma would not be present till 11 am on a Wednesday. She said she would plan programming for one Saturday a month.

Board members questioned whether we should have a differing winter vs. summer schedule, and requested a more detailed door count, especially for the later hours which are proposed to be trimmed. We would like to make a more informed decision. We felt we had more time to decide on changing hours. Voting on a schedule change was tabled until board feels we have more data to go on.

The next two items on the agenda were first reviews of both the computer and internet usage policy and our library collection development policy.

Regarding the computer use policy, changes will include defining which uses computer time would be extended for and omitting wording which linked the payment of fines to accessing computer usage.

Regarding the collection development policy, additions were made to reflect local priority hold and weeding criteria methods were explained more thoroughly.

Samma then brought up the board deciding on computer purchases, which hadn’t made the agenda. After much discussion, there was a motion made by Kaste and seconded by Huhn to purchase one replacement patron computer using current budget funds. The motion carried.

With no public present, there were no public comments received.

Motion was made by Huhn, and seconded by Mackie, to adjourn this meeting at 5:42pm.

Respectfully submitted,

Diana Mackie, Secretary