Cadott Library Board of Trustees-December 9, 2019

Opening: Meeting is called to order by President Kotek at 4:31 PM.

Roll call/Establish Quorum/Compliance of Open Meeting Law: Board members present are: Kotek, Huhn, Hager, Kaste, and Mackie. Quorum is established. We are in compliance of Open Meeting Law. Also present are: Library Director Samma Johnson and special guest Anson Albarado, village board president.

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 November 11th meeting. A motion was made by Huhn/Kaste to approve the minutes. A motion was then made by Kotek/Mackie to approve payment of the November bills. All aforementioned motions carried.

Library Director’s Report:

Samma read her director’s minutes to the board. Programming consisted of about a dozen story time participants, six attendees who made the Rapunzel scarf craft, and about six as well who played games over the International Games Week.

Staff opted (our policy says “may”) not to conduct a work day on November 29th since cleaning had been previously accomplished, the planned webinar was not ready, and the weather was questionable.

Samma is busy tweaking 2020 programming plans. There will be some shifting of current programs to days/frequencies which she believes will interest more attendees. She will be adding a card/coffee program and plans a slow cooker event in January. Once pending hour changes are discussed and voted on for approval at this meeting, Samma plans to add more events to the calendar. One notable upcoming event will be on Jan. 21st when an invited library speaker will be holding a seminar at Rick’s Halfway, for educational purposes only, on the subject of Wisconsin Advanced Directives.

Samma’s two current classes are finished, with one final spring class to yet register for. She has received her temporary certification renewal. When the final class is completed in April, she expects to receive her 5 year permanent certification by May.

In IFLS news, there are scholarships available for Samma to apply for in order to help with the cost of upcoming conferences. Samma is most interested in attending either the ALA annual in Chicago in June and/or the WLA Annual in Green Bay in October. They are great networking and educational opportunities. The applications are due by January 7th and winners would be notified by January 10th. Samma is willing to personally cover the remaining costs. She just needs prior board consent to apply because consent is a scholarship requirement. The board agrees, with no board-funded costs, she should proceed to apply for both.

Samma will request possible dates from John on which he is willing to come to our library to train any interested board trustees as none were able to attend training offered elsewhere.

Other Current Business

Village board president Anson Albarado was a special guest at tonight’s meeting to discuss a few matters of special interest to the library board. These issues included the village’s position on the feasibility of a new library building, an update on the Miller Trust, and concerns over library finances.

Discussion of the feasibility of a new library building resulted in 3 main points: (1) the village is in no financial position to fund an updated feasibility study. The village board has long been aware of reasons a new library building is desirable. Unfortunately, there are larger projects they cannot even go forward with at this time, and a new library realistically is down the scale on priorities. (2) While Anson could not offer answers on behalf of the whole village board for some specific questions that Samma had, he did express his personal belief that the village board would not object to any independent fundraising the library board/Friends/or community groups performed for the advancement of a new library. (3)The one directive the village board wants to assert at this time is that they desire to see growth in the focus of services on the patrons using the library currently.

Signed paperwork has been sent by Anson, as trustee, down to the Attorney General in Madison to review and approve the investment into and administration over the Miller Trust by the Chippewa Valley Foundation. Citizens State Bank informed Anson that there will be no charges for any changing over of Miller Trust Funds that are held in CD’s with them. Some of the trust is in the form of common stock with Excel. If approved, it is understood that there will be an $895 Foundation charge for annual statements. If approved and transferred, we would expect annual grants of distributions to begin factoring into the library budget by June 2021.

Anson then told our board that our village clerk had informed him that the library was running over-budget with bills that need to be covered by the village’s general fund. After some discussion into tentative overage figures and acknowledgement by our library board that we would need to compensate the village from our checking account, the library board concluded the reasons for the variances would need to be thoroughly investigated and discussed at a special meeting to be called by President Kotek. President Kotek also asserted that YTD monthly statements will henceforth be in the materials presented to the board on a monthly basis.

The next item on our agenda was the approval of implementing the proposed new library hours, beginning in January. There was some discussion regarding door counts of the later hours that will be trimmed on a few days and board members also voiced that we want to see Saturday programs being planned consistently. Trustee Kaste then motioned to implement the proposed schedule. This was seconded by President Kotek and affirmed unanimously in the consequent board vote. New hours will be advertised as beginning the first full week in January.

Regarding the second readings of our computer use policy and our collection development policy, the primary focus was on looking for any redundancy in language that could be written more concisely. Samma will review this before the final readings.

There were no public comments.

Motion was made by Mackie/Huhn to adjourn. This motion carried at 6:33pm.

Respectfully submitted,

Diana Mackie, Secretary