Cadott Library Board of Trustees-July 10, 2020 Regular Meeting

*Opening*: Meeting is called to order at 10:00am by President Kaste.

*Roll call/Establish Quorum/Compliance of Open Meeting Law*: Board members present included Kaste, Kotek, Mackie and Hager. Quorum is established. We are in compliance of Open Meeting Law. Also present is Library Director Samma Johnson.

*Approval of Agenda*: Motion made by Mackie/Hager to approve agenda. Motion carried.

*Minutes of June 8th Regular Meeting* were read. Motion was made by Hager/Kaste to approve minutes. Motion carried.

*Bills Paid in June were presented.* Motion was made to approve bills by Kotek/Kaste. Motion carried.

*Director’s Report* was presented. Highlights: While curbside is still being encouraged, walk-ins have now started to be allowed. Calling ahead first is appreciated. Weeding has been done in Adult Non-Fiction, CDs and DVDs, and Picture Book areas. Weeding may begin soon in Juvenile Non-Fiction. Sales of weeded materials have raised just over $119 for Friends. Take and Make Bags have been going out. Our most recent program had no attendance. There were no major updates from IFLS or MORE. Holds are caught up and now filling as normal. We received memorial donations for Joyce Danielson. A cart of items in Merlin Huhn’s memory has been put together, and will be ordered when funds are taken out of the Board’s bank account. Courier is back to 3 Day a Week Scheduling. Notices will have a line added about asking to phone or text ahead to arrange pickup.

*Update per Miller Trust Stock Funds was given by President Kaste.* Main items discussed included a $100,000 transfer into the foundation and Excel stock sell off. Anson suggested the board reserve a minimal cushion of $2,000 in addition to legal fees. Any excess Samma has targeted ideas for technology updates and switching shelving to bins. When President Kaste hears from Anson regarding stock sell off and attorney’s fees, she will email all board members.

*COVID-19 Library Update was given by Samma.* Samma has been emailing payroll cover sheets to the village during our closure. The board agreed this can continue as the new practice. These sheets will no longer need to be “signed off on” by a board member. The board requested that the sheets be included in the next meeting materials just the same as bills are.

*Director’s Final Probationary Review and Discussion for Pay Raise.* Motion was made by Mackie/Hager to table both the review and discussion of pay raise until our next regular meeting. This motion carried.

*Public Comments*-There were no comments as there were no members of the public at the meeting. At this time, President Kaste reminded board members to register individually if possible for any August 24-28 trustee training webinars that we are interested in. Director Samma will take bereavement leave July 13-15.

*Adjournment* Motion was made by Kaste/Mackie to adjourn. Motion carried. President Kaste called the meeting adjourned at 10:50am.

Respectfully submitted,

Diana Mackie, Secretary