Cadott Library Board of Trustees—November 8, 2021Regular Meeting

*Opening*: The meeting was called to order at 4:30 pm by President Kaste.

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

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

*Minutes of October 11, 2021 Regular Meeting* were read. Motion was made by Kotek/Kaste to approve the minutes as read. Motion carried.

*Discuss/Approve Bills Paid in May were presented.* Motion was made by Kotek/Hager to approve October bill payments. Motion carried.

*Director’s Report* *Highlights*: October library statistics were shared. Of note was that the local check-out percentage has been above 50% for the last few months. The Green Bay Packer Foundation Grant money of $3,000 went into the Friends’ account. Samma has earmarked $1,000 for new materials to replace our outdated sports books. Samma’s video from Lambeau Field received over 500 views. Wi-Fi difficulties prevented some Poe readings. Samma may try again in December. There are some virtual write-ins and a teen program scheduled for November. Meals on Wheels is still using our back hallway for their delivery trade off spot. Spirit of Christmas dropped off gift tags and will pick up gifts around December 1st. Samma, Cindy and Lora will be using up some vacation hours before the end of the year.

*Discuss/Approve closing Saturday, November 27th:* It was decided that employees would be able to take unpaid time off to close the library on this day. (The library will also be closed Friday, November 26.) The board voiced that we will re-visit this issue before it occurs next year.

*Discuss/Approve Final Budget:* A motion was made by Hager/Kotek to approve the updated 2022 budget which did include a $3,000 increase in village funding. The motion carried*.*

*Building Committee Update:* President Kaste and V.P. Kotek, IFLS Director John Thompson, Library Director Samma Johnson, and Cedar Corps Engineer Corey Scheidler will meet with school officials at the end of November to informally discuss thoughts on school land use future plans and if there are any concerns regarding the library’s future building site.

*Director’s Evaluation:* Samma temporarily left the meeting while the board began to discuss her evaluation. Peer evaluations were opened and read. The board decided to table our evaluation of her until December because we wanted to use the same form that we did last year, and none of the trustees had that document available.

*Adjournment:* Motion made by Kaste/Mackie to adjourn this meeting at 5:30pm. Motion carried.

Respectfully submitted,

Secretary Diana Mackie