Cadott Library Board of Trustees—December 13, 2021 Regular 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 November 8, 2021 Regular Meeting* were read. Motion was made by Hager/Kaste to approve the minutes as read. Motion carried.

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

*Director’s Report* *Highlights*: November was quiet, averaging about 15 daily patrons on weekdays. Saturdays are slightly picking up with the average now 5/8 patrons per Saturday. We have been joining with other libraries to offer Virtual Teen Events. Book Club is currently the only in-person program. Unboxing videos will continued as positive comments have been made regarding their usefulness. Friends received a matched-from-the-donor’s workplace honorarium for a total of $200 which Samma spent on holiday books and other materials. These items will have recognition stickers. We have received all of the books from the ALA grant and the Packer grant books are ordered into 2022. Some Packer grant materials are beginning to trickle in. The 2022 Summer Reading theme is “Oceans of Possibilities”. Samma has ordered incentive items. The library’s back door was hit by a vehicle and is currently jammed, but the village is handling getting it replaced.

*Building Committee Update:* Since the November 8th board meeting, the first meeting of the Library Building Committee (LBC) was held on December 9th. There were 7 in person attendees and 1 virtual. Of note, John from IFLS has agreed to advise our committee. We set up both a Capital Campaign Committee and an Awareness Committee. Attendees then voiced their interest in serving on one of the individual committees and/or on the general LBC. Mention was made of community members that we may approach with hopes to add to the membership of our committees. John shared info with us on recent library buildings, timelines, grants and other considerations. Some design thoughts were discussed as well. The management of funds raised was also discussed. Another meeting date was set for January 13th. President Kaste is keeping a google document to be shared amongst all members, with plans for Samma to add a link on our library website revolving around our new building discussion and progress made.

*First Review of Employee Handbook Update* During this first reading, there were some updates proposed to hours, scheduled closures, and verbiage. President Kaste agreed to confer with our village clerk and Samma and iron out changes to the handbook. We will have a second reading at the next meeting*.*

*Director’s Evaluation* Samma left the meeting temporarily to allow the board members to come to a collective evaluation based on the individual ratings that they had all completed. Samma then returned and we discussed the category ratings and any comments about what we recognized specifically as positives and then we named goals for the next year.

*Public Comments* There were none from the public. At this time, though, Board members did agree that President Kaste should ask the village to secure our representative in hopes of having a village representative trustee attend our next meeting.

*Adjournment:* Motion made by Kaste/Mackie to adjourn this meeting at 5:56pm. Motion carried.

Respectfully Submitted, Secretary Diana Mackie