Cadott Library Board of Trustees—January 10, 2022 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. Anson Albarado attended in his place. 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 December 13, 2021 Regular Meeting* were read by members ahead of the meeting. Motion was made by Kaste/Kotek to approve the minutes as read. Motion carried.

*Discuss/Approve Bills Paid in December were presented.* Samma noted one correction. The MW bill of $34.96 had been included in the Spectrum amount. She now separated this out. The corrected version is in the Google Folder. Motion was made by Mackie/Kaste to approve the corrected version. Motion carried.

*Director’s Report* *Highlights*: Samma told us stats can now be found in a new Google folder which is accessible from our website. Board materials from the last 2 years have been put into this folder as well. Patron numbers have remained steady. Samma ordered a slightly more advanced door counter. Our replacement back door is on backorder, but should be coming soon. The village crew made some draft solutions to both the back door area and the front door area. January and February book orders were placed along with a catch-up DVD order. The library received the CARES Act money, which will continue being used for cleaning supplies and other Covid related supplies. Samma is carefully considering bringing some programming back with safety measures in place. Friends’ President Brian is working with Samma to pursue some smaller grant writing efforts.

*Building Committee Update:* The General Building Committee has its next meeting on January 13th. On the agenda at that meeting will be 3 main items: 1) Approaching Townships 2) Building our Friends’ Group and 3) Building Design

*Second review of Employee Handbook Update* President Kaste said she had met with Sandy and Anson to learn about the village’s handbook. The conclusion that was drawn was that the library doesn’t have to mimic the village’s handbook; we have complete discretion to decide our own policies. President Kaste will contact other small libraries regarding their employee handbooks, especially in the areas of vacation hours and sick pay payment. She will report back to the board after studying those issues. Mackie offered to assist Kaste when needed. In light of the time needed to research, a final review of our employee handbook was tabled to a yet-to-be-determined future meeting.

*Other Business* Samma reported that the library had received a $4,335 bill from Cedar Corp for their Site Feasibility Study. A motion was made by Mackie/Hager to pay this bill from the Library Building Fund checking account. This motion carried. Samma also reminded us that the $10,000 pass-through funds held at the Chippewa County Foundation are available to be used before rollover to the Miller Fund. She thought we should consider using some of that for new computers and a good wireless printer. Samma told the board that the week of 2/8 is Library Legislation Week. There are paper hearts on the front desk that patrons can complete saying what they appreciate about their library and there is a form on the library’s Facebook page that can also be completed.

*Public Comments* There were none from the public.

*Adjournment:* Motion was made by Albarado/Kaste to adjourn this meeting at 5:28pm. Motion carried.

Respectfully Submitted,

Secretary Diana Mackie