



LIBRARY BOARD ANNUAL MEETING **Minutes:** Monday, May 8th, 2023

TIME: 4:30 PM

PLACE: Cadott Community Library

Virtual: bit.ly/caLibraryBoard

AGENDA:

1. Call to order

a. Roll call, compliance with open meeting law

Cookie Kaste (President)

Tanya Skalecki (Secretary)

Nichole Whipp-Sime (Village)

Diana Mackie (VP)

Nick Kotek

In attendance:

Director Samma Johnson

Guest:

b. Approval of Agenda

One addition-item 10 open session act on closed session library director performance, if needed.

Motion made by Cookie, Tanya 2nd

2. Public Comment (Limit 3 Minutes)

3. Welcome New Trustee-Nicole Whipp-Sime.

4. Approval of Past Minutes

Motion made by Diana, Tanya-2nd.

5. Approval of Bills

Motion made by Cookie, Tanya 2nd.

6. Director's Report-See report -Cookie wants to see letters on the canopy. Samma will do this task. Samma will work to take out the library building spending line from the budget vs. actual page. Samma will be attending professional development workshops this summer 100 CE credits needed for licensure. 10 CE credits needed in technology.

7. Building Committee Update

a. April 19th Meeting Notes-See Notes-Library fundraising/conceptual plans approved. Reservations on the site. *Nicole will check with the Village to see about getting a safety study done.

b. Sub-Committee Updates-Meeting to locate another co-chair.

8. Annual Meeting Items

a. Officer Positions- Diana motioned for the following the positions,
Tanya 2nd
President=Cookie
Vice President=Diana
Secretary=Tanya

b. Meeting Day/Time

Meeting will stay at the second Monday of each month at 4:30pm

c. Review of Bylaws/Staff Handbook

***Samma will put committee vs. position discussion on the June agenda.**

***Samma will include an additional Board members discussion on the June agenda**

1. Snow Days-Closed early 2xs, 4x total full day closures. Laura took 2 days, Cindy and Samma took 5 days. Discussion to be postponed until the end of the meeting.

d. Trustee Training Webinar information-Free. Samma will locate registration link and get Board signed up.

9. Move to Closed Session Per State Statute 19.85 1(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. - Library Director Performance evaluation
I announce the intention in going into closed session for the purpose of WI Statute section 19.85 1 employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Roll call 5:34pm

xCookie

xTanya

xDiana

xNicole

10. Reconvene to Open Session

I notice the intention to move back into open session

Motion by Cookie, Diana 2nd

Cookie motioned to amend the library employee handbook (Section “LEAVES - EMERGENCY CONDITIONS” pg. 9) to eliminate paid snow days from the library employee handbook. Staff may use PTO if they feel they can not make it into work safely. The following paragraph will be removed from the library employee handbook “*Employees who do not report to work will generally be given a choice between use of unpaid leave or use of accrued (paid) leave, if available, to cover the absence. If possible, the employee may work with the Director to make up hours in the same or next pay period (not to exceed the maximum allowed 32 hours per week). In the case of complete closures, employees (except the Student Worker) will receive full wages for up to two (2) weather related closures between the months of November and March.*”

Tanya 2nd.

11. Adjourn

Cookie motioned to adjourn, Nicole 2nd

*For additional accommodations, please contact the library director.
www.cadottlibrary.org · 715-289-4950 · cadottpl@cadottlibrary.org*