

LIBRARY BOARD REGULAR MEETING **Minutes**: Monday, November 13, 2023  
TIME: 4:30 PM   
PLACE: Cadott Community Library  
Virtual: bit.ly/caLibraryBoard

AGENDA:

1. Call to order
   1. Roll call, compliance with open meeting law

Nick Kotek, -No

Nicole Whipp-Sime- Here

Diana Mackie-Here

Cookie Kaste-Here

Tanya Skalecki-Here

* 1. Approval of Agenda

Motion made by: Cookie, Diana 2nd

1. Public Comment (Limit 3 Minutes)-None
2. Approval of Past Minutes

Motion made by: Cookie, Tanya 2nd

1. Approval of Bills- Motion made by: Tanya, Diana 2nd
   1. Fund Balances
   2. Budget V. Actual comparison to Village Report
2. Director’s Report-See Report
   1. Final Budget
3. Building Project Updates
   1. Survey Review-Downtown location was picked. The Hardware store would need to be purchased but we do not know the price. We need the total funds minus one million to write the Block Grant. We will need permission from the Village to write the Block Grant.
   2. Building Committee Updates
4. Policy Reviews
   1. Donation Policy-Cookie moved to approve the donation policy with the additions, Tanya 2nd.
   2. Volunteer Description/Policy-Tanya moved to approve the volunteer description policy. Diana 2nd.
   3. Behavior Policy-Diana moved to approve the Behavior Policy. Nichole 2nd.
5. Employee Handbook Updates

Diana made a motion to reduce paid holidays by a ½ day by striking December 31st as a holiday effective January 1, 2024 (pg. 8). Tanya 2nd.

Cookie made a motion to strike staff workdays on pg. 5 effective January 1, 2024. Tanya 2nd.

Cookie made a motion to delete on page 8 the paragraph on Saturday closures. Diana 2nd.

Diana made a motion for the Board to table the discussion on sick and vacation time for staff. Cookie 2nd.

Cookie made a motion to change sick and vacation leave increments from 15-minute to 30-minute increments. Diana 2nd.

Nichole will check with the Village if we can change vacation/sick days into PTO days.

1. Adjourn Tanya made a motion to adjourn-Diana 2nd.

*For additional accommodations, please contact the library director.*[*www.cadottlibrary.org*](http://www.cadottlibrary.org) *∙ 715-289-4950 ∙* [*cadottpl@cadottlibrary.org*](mailto:cadottpl@cadottlibrary.org)