

Kewaskum Public Library Board Minutes
January 13, 2020

Meeting was called to order by Teresa Meltz at 1:31 p.m. Members present: Teresa Meltz, Dave Spenner, Connie Zemlicka, Andy Mayer and Sandi Radeztsky. Also present: Director Lori Kreis. Members excused: Juli Hesse who appeared later. Members absent: Jim Westphal.

Motion to approve the December 9, 2019 minutes by Dave Spenner. Sandi Radeztsky seconded. Voice vote, motion carried.

FINANCIAL

Approval of bills - Connie Zemlicka motioned to approve the payment of bills. Andy Mayer seconded. Voice vote, motioned carried.

Budget review – There may still be December bills to be paid in January before the 2019 budget can be closed out.

REPORTS

Circulation Report:

- Circulation for print items is down, but eBooks circulation increased.

Monarch System Report:

- The Director's Council met December 12.
 - Still discussing Wi-Fi usage reports.
 - Discussed auto-renewals throughout the system.
 - Monarch is putting together a bin of supplies to be used for Outreach for all libraries.
 - Annual reports should be available to fill in on January 21.
 - There will be no January meeting.

Director's Report:

- The cost for the 2019 bound Statesman is \$220. Digital editions are now available on all public PCs at the library.
- A patron was banned on December 13 with help from KPD.
- Quarterly staff meeting was held on Saturday, January 11, 2020.
- New upcoming programs were presented.
- There will be a donation jar at the circulation desk. Change from patrons that say to keep it will be put in the jar.

Washington County Library Services Board:

- The next meeting is January 17. Lori will be out of town. Amy Salminen will provide Lori's report.

Village Board:

- There was a discussion about Shared Facilities.
- There are 4 candidates for 3 seats on the Village Board.

School District:

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- The Battle of the Books competition is 2/10 locally, and 2/24 statewide.
- The Library Plan will be presented to the School Board at their February meeting.

Chamber of Commerce:

- Did not meet.

New Business:

- Time Off Policy for Library was presented. Sandi Radeztsky motioned to approve the policy with 2 modifications. Andy Mayer seconded. Voice vote, motion carried.
- There was a discussion about library hours. Lori stated that in the evenings, there is low patronage after 6 p.m. In the mornings, people try to enter the library as early as 9 a.m. Other libraries in the county are open at 9 a.m. Lori will track usage and patron counts and present her findings later.

Teresa Meltz motioned to convene in Closed Session, seconded by Dave Spenner at 2:28 p.m. pursuant to WI Statute §19.85(1)(c) (roll call required) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Specifically, to be discussed is the Director's performance evaluation. The closed session was attended by Library Board. Motion carried by roll call: Meltz-aye, Radeztsky-aye, Hesse-aye, Spenner-aye, Mayer-aye, Zemlicka-aye.

Open session resumed at 2:50 p.m.

Teresa Meltz summarized the individualized scores on the evaluation. Dave Spenner motioned that Lori's pay be at Grade 9, Range 5, top of the range on the 2020 Pay Grade. Andy Mayer seconded. Voice vote, motion carried.

Old Business:

- Shared facilities fees – Still not completed.
- Shared facilities analysis – There is a special village board meeting on January 27, 2020 at 7 P.M. with the architects.
- Joint Libraries/Act 420 – Directors met with Mid-Moraine Legislative Committee on January 8, 2020. They will be giving an update to the County Administrative Committee on January 16.
- The Westbury CD will be renewed on January 18 for a year at 1.5% APY.
- The fine free discussion continued.

The next Library Board meeting will be Monday, February 10, 2020 at 1:30 p.m.

The meeting was adjourned at 3:24 p.m.