

These minutes are unapproved and will be reviewed by the Library Board on October 8, 2015.  
Crandon Public Library Board of Trustees Meeting  
Meeting Minutes

Place: Crandon Public Library  
Lower Level

Date: September 8, 2015

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**Present:** Pete Davison, Jill Krueger, Kari Decorah, Kadie Montgomery, Bill Schultz, Stacy Karcz, Cara Shepherd, Rebekah Drescher and Michelle Gobert.

**Call to Order:** Pete Davison called the meeting to order at 6:26 p.m.

**Approval of the Agenda:** Motion by Cara Shepherd, seconded by Bill Ison, to approve the agenda as presented. All ayes. Motion carried.

**Approval of the Minutes of the August 11, 2015 Library Board of Trustees meeting:** Motion by Cara Shepherd, seconded by Jill Krueger to approve the August 11, 2015 minutes with noted spelling corrections. All ayes. Motion carried.

**Citizen's comments:** None.

**Correspondence:** None.

**Committee Reports:** None.

**Acknowledgements:** None.

**Director's Report:** The September 2015 Library Director's report was reviewed. No additions or corrections were made.

**Payment of Bills:** Motion by Bill Ison, seconded by Cara Shepherd to approve the payment of bills. All ayes. Motion carried. Michelle will forward the bills to City hall for payment.

**Review of current year budget:** Motion by Cara Shepherd, seconded by Pete Davison to approve the current year budget with line item changes as presented. All ayes. Motion carried.

**Review of Crandon Public Library Board Checking and Savings Account:** Motion by Jill Kruger, seconded by Bill Ison, to approved the Checking and Saving account reports as presented. All ayes. Motion carried.

**Old Business:**

- A. **Library Board by-laws.** Motion by Jill Krueger, seconded by Cara Shepherd to approve the Library Board By-laws as presented. All ayes. Motion carried.
- B. **Crandon Public Library Capital Improvement Plan 2015-2018.** The Library Board received and reviewed the Capital Improvement Plan for the Crandon Public Library prepared by Stacy Karcz.

**New Business:**

- A. **Crandon Public Library Personnel Handbook.** Tabled.
- B. **Assistant Library Director Position Description.** Motion by Stacy Karcz, seconded by Cara Shepherd to approve the Assistant Library Director Position Description as presented. All ayes. Motion carried.

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- C. **Local History Agreements.** Motion by Pete Davison, seconded by Stacy Karcz, to approve the Local History Agreements with the City of Crandon and the Town of Argonne. All ayes. Motion carried.
- D. **Trustee Essentials : Chapter 1 : The Trustee Job Description.** Tabled.

Other Business for placement on future agendas: None.

The next meeting was scheduled for Tuesday, October 13, 2015 at 6:00 p.m. The meeting adjourned at 7:40 p.m.

These minutes recorded and submitted by Michelle Gobert, Director.