

Please note these minutes are unapproved. They will be reviewed and acted upon at the June 13, 2017 meeting.

Crandon Public Library Board of Trustees Meeting
Meeting Minutes

Place: Crandon Public Library
Lower Level

Date: April 11, 2017

Present: Board members Jill Krueger, Cara Shepherd, Bill Ison, Kim Colburn, Kari Decorah, Rebekah Drescher. Michelle Gobert, Library Director was also present.

Call to Order: Jill Krueger called the meeting to order at 6:04 p.m.

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

Approval of the Minutes of the March 14, 2017 Library Board of Trustees meeting: Motion by Bill Ison, seconded by Cara Shepherd to approve the March 14, 2017 minutes as presented. All ayes. Motion carried.

Citizen's comments: None.

Correspondence: Michelle read an email from Terri Howe, Wisconsin LSTA Coordinator, that the Crandon Public Library's grant for digitization of records was approved conditionally based on the 2017-2018 Federal Library budget.

Committee Reports: Michelle updated the Board regarding the Friends group. Michelle also stated that the Personnel committee did meet earlier in the month to review the Personnel policy which would be discussed under old business.

Strategic Planning Report: Michelle distributed a strategic planning report. The report will be a monthly item on future agendas.

Director's Report: The Director's report was distributed.

Payment of Bills: Motion by Cara Shepherd, seconded by Bill Ison to pay the bills as presented. All ayes. Motion carried. Michelle will forward the bills to City Hall for payment.

Review of the Crandon Public Library Financial Statements: The financial statements will be distributed at next month's meeting.

Old Business:

A. **Crandon Public Library Personnel Policy.** Motion by Jill Krueger, seconded by Kari Decora to amend the current Personnel Policy to define a permanent part-time employee as an employee who has been certified to a permanent position, who has satisfactorily completed his probationary period, whose employment is continuous and is employed for a normal work week consisting of 29 hours or less per week. A permanent part-time employee is not eligible for benefits offered by the City of Crandon. All ayes. Motion carried.

B. **2017 Library Budget.** Motion by Cara Shepherd, seconded by Kim Colburn, to approve the 2017 budget as presented. The Board will review the line items related to wage and salaries at next month's meeting.

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New Business:

- A. Salary/Wage Study. Tabled.
- B. 2017-2018 Library Board appointment. The City appointment will be made at the City of Crandon's annual meeting. Rebekah Drescher verbally stated that she is not interested in renewing her three year appointment. Michelle requested a letter to that effect to forward to the City.
- C. E-commerce Policy review. Tabled
- D. Inclement Weather Policy review. Tabled.
- E. Meeting Room Policy review. Tabled.
- F. Capital Improvement Plan for Crandon Public Library. Tabled.

Another other business for placement on future agendas: None.

The next meeting date was set for May 9, 2017 at 6:00 p.m.

The meeting adjourned at 7:41 p.m.

These minutes recorded and submitted by Michelle Gobert, Director.