

Please note these minutes are unapproved. They will be reviewed and acted upon at the February 14, 2017 meeting.

Crandon Public Library Board of Trustees Meeting
Meeting Minutes

Place: Crandon Public Library
Lower Level

Date: January 17, 2017

Present: Board members Jill Krueger, Pete Davison, Bill Ison, Rebekah Drescher, Andy Space and Michelle Gobert, Library Director.

Call to Order: Jill Krueger called the meeting to order at 6:10 p.m.

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

Approval of the Minutes of the November 29, 2016 Library Board of Trustees meeting as corrected: Motion by Pete Davison, seconded by Andy Space to approve the November 29, 2016 minutes with the correction that Pete Davison be listed as present. All ayes. Motion carried.

Citizen's comments: None.

Correspondence: None.

Committee Reports: Jill Krueger updated the Board about the Friends of the Library committee meeting held in January. Michelle Gobert reported that the Foundation will meet the first week of February.

Strategic Planning Report: Michelle distributed a strategic planning report. Discussion was held regarding various items on the report. The report will be a monthly item on future agendas.

Director's Report: The Director's report was distributed. Michelle updated the report to include the fact that former summer employee Kaylea Latal worked approximately 15 hours in the month of January as part of the Every Child Ready to Read grant.

Payment of Bills: Motion by Bill Ison, seconded by Andy Space 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: Motion by Andy Space, seconded by Pete Davison, to approve the financial statements as presented. All ayes. Motion carried.

Old Business:

- A. **Crandon Public Library Personnel Policy.** The Library Board requested that Michelle Gobert request a copy of the City of Crandon's current personnel policy from Cindy Bradley so that the Library's Personnel committee may compare the 2016 Library policy draft to the City policy.
- B. **2017 Library Budget.** The 2017 Library budget was discussed briefly. The line items are dependent upon the 2016 carryover amount which will be completed as part of the annual report process.
- C. **Fine Amnesty.** Motion by Pete Davison, seconded by Andy Space to allow the Library staff to implement a 2017 fine amnesty program that will waive fines of materials that have been returned late. The program to also include a probationary period for individuals owing more than \$15.00. All ayes. Motion carried.

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New Business:

- A. **Library Director's 2015-2016 Evaluation:** Item tabled.
- B. **Closed Session (Pursuant to WI Statutes 19.85 (1) (c) (f) – (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (f) Considering financial, medical, social or personal histories or disciplinary data of specific persons.** Item tabled.

The Library Board requested that the Library Board's Fiscal Policy be placed on the February agenda.

The next meeting date was scheduled for Tuesday, February 14, 2017 at 6:00 p.m.

The meeting adjourned at 7:54 p.m.

These minutes recorded and submitted by Michelle Gobert, Director.