

Please note these minutes are unapproved. They will be reviewed and acted upon at the July 11, 2017 meeting.

Crandon Public Library Board of Trustees Meeting
Meeting Minutes

Place: Crandon Public Library
Lower Level

Date: June 13, 2017

Present: Board members Jill Krueger, Pete Davison, Andy Space, Kari Decorah, Kadie Montgomery were present. Michelle Gobert, Library Director was also present.

Call to Order: Jill Krueger called the meeting to order at 6:00 p.m.

Approval of the Agenda: Jill Krueger stated the agenda items under old business would be discussed after new business to ensure that the board completed the policy reviews. Motion by Andy Space, seconded by Pete Davison, to approve the agenda as amended. All ayes. Motion carried.

Approval of the Minutes of the April 11, 2017 Library Board of Trustees meeting: Motion by Andy Space, seconded by Kari Decorah to approve the April 11, 2017 minutes as presented. All ayes. Motion carried.

Citizen's comments: None.

Correspondence: None.

Committee Reports: Michelle updated the Board regarding the activities of the Friends of the Library. The Personnel committee did meet on Tuesday, May 9th at 5:00 p.m. and had recommendations for the full Library Board to discuss this evening.

Strategic Planning Report: None to report.

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

Payment of Bills: Motion by Andy Space, seconded by Kadie Montgomery to pay the May 9, 2017 and June 13, 2017 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 Pete Davison, seconded by Kadie Montgomery to approve the Crandon Public Library Financial Statements as printed. All ayes. Motion carried.

New Business:

- A. **Salary/Wage Study.** Michelle presented the Library Board the 2017 Salary/Wage study as requested. No action was taken.
- B. **2017-2018 Library Board Appointments.** Sam Ison was appointed as the City of Crandon representative at the April annual meeting of the Crandon City Council. A copy of Rebekah Drescher's resignation letter was sent to the City clerk. Michelle will inquire as to the status of her replacement.
- C. **E-commerce Policy Review.** Motion by Kadie Montgomery, seconded by Pete Davison, to approve the E-Commerce Policy Review as printed. No changes made. All ayes. Motion carried.
- D. **Inclement Weather Policy Review.** Motion by Andy Space, seconded by Jill Krueger, to approve the Inclement Weather Policy as printed. No changes made. All ayes. Motion carried.
- E. **Meeting Room Policy.** The policy was tabled. The Board will review the Policy in conjunction with the Code of Conduct at the next meeting.

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- F. **Capital Improvement Plan for Crandon Public Library 2015.** The Library Board reviewed the plan and requested Michelle obtain estimates for repair of downspouts, replacement of 1st floor tile, men's urinal, condensing unit and movement of the children's room thermostat.

Old Business:

- A. **Crandon Public Library Personnel Policy.** Motion by Pete Davison, seconded by Andy Space to request a review of the April 2017 Personnel Policy Draft dated April 2017 by the City of Crandon Attorney and to clarify for the Library Board the Fair Labor Standards Act in regard to exempt employees. All ayes. Motion carried.
- B. **2017 Library Board.** Tabled.

Another other business for placement on future agendas: The Board requested Michelle provide copies of the library staff job descriptions and performance evaluation forms for the next meeting, as well as the Library Board strategic planning document.

The next meeting date was set for July 11, 2017 at 6:00 p.m.

The meeting adjourned at 8:02 p.m.

These minutes recorded and submitted by Michelle Gobert, Director.