

Please note these minutes are unapproved. They will be reviewed and acted upon at the August 8, 2017 meeting.

Crandon Public Library Board of Trustees Meeting
Meeting Minutes

Place: Crandon Public Library
Lower Level

Date: July 11, 2017

Present: Board members Jill Krueger, Kari Decorah, Ram Rau, Kim Colburn, Pete Davison, Andy Space were present. Michelle Gobert, Library Director was also present.

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

Jill Krueger welcomed Pam Rau to the Library Board and introductions were made.

Approval of the Agenda: Motion by Pete Davison, seconded by Kari Decorah, to approve the agenda as printed. All ayes. Motion carried.

Approval of the Minutes of the June 13, 2017 Library Board of Trustees meeting: Motion by Kari Decorah, seconded by Kim Colburn to approve the June 13, 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. Pete Davison updated the Board regarding the activities of the Crandon Public Library Foundation.

Strategic Planning Report: Michelle distributed a packet of information regarding the strategic plan. The Board reviewed the goals. Michelle will provide a presentation on the current funding structure to the newest Library Board members prior at the August meeting. Michelle will also contact the County Clerk to determine how the tax rate is determined for the county library tax.

Director's Report: The Director's report was discussed as printed. No additions or corrections were made.

Payment of Bills: Motion by Andy Space, seconded by Kim Colburn to pay the July 11, 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 Jill Krueger, seconded by Pete Davison to approve the Crandon Public Library Financial Statements as printed. All ayes. Motion carried.

Old Business:

- A. **2017-2018 Library Board Appointments.** Pam Rau was appointed to the Library Board at the July 5, 2017 City Council meeting to replace Sam Ison who was unable to fulfill his appointment. The Mayor has not yet appointed a replacement for Rebekah Drescher.
- B. **Crandon Public Library Personnel Policy.** Michelle reported that the draft of the Personnel Policy had been submitted to the City Attorney. Michelle will contact him as to the status of the review due to an upcoming staff hire and the wish to have a correct policy in place for that staff member.

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- C. **Meeting Room Policy.** The policy was tabled. The Board will review the Policy in conjunction with the Code of Conduct at the next meeting.

New Business:

- A. **Position Descriptions.** Michelle presented Position Descriptions for all library staff positions. Suggestions were made for the Director's position description and evaluation form. Michelle will make the changes and bring to the Board in August.
- B. Closed Session: Wis. Stat. §19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. This closed session relates to: A. Employee Resignation B. Staff compensation. Motion by Andy Space, seconded by Pete Davison, to move into Closed Session. All ayes. Roll call vote: Krueger (aye), Decorah (aye), Rau (aye), Colburn (aye), Davison (aye), Space (aye).
- C. Reconvene into Open Session to take action, if appropriate, on matters discussed in Closed Session. Motion by Pete Davison, seconded by Andy Space to return to open session. All ayes. Motion carried.
- D. Motion by Pete Davison, seconded by Andy Space, to offer a 2% merit increase to the Library Director and a 10% merit increase to the Assistant Director effective with the July 15, 2017 payroll and to post the Library Clerk 1 position at 20 hours per week at \$10 per hour. All ayes. Motion carried.

Any other business for placement on future agendas: None

The next meeting date was set for August 15, 2017 at 6:00 p.m. [Please note that this is an incorrect date. The meeting date should read August 8, 2017 at 6:00 p.m.]

The meeting adjourned at 8:02 p.m.

These minutes recorded and submitted by Michelle Gobert, Director.