

Please note these minutes are unapproved. They will be reviewed and acted upon at the September 12, 2017 meeting.

Crandon Public Library Board of Trustees
Meeting Minutes

Place: Crandon Public Library Lower Level

Date: August 8, 2017

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

Call to Order: Jill Krueger called the meeting to order at 6:07 p.m.

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

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

Citizen's comments: None.

Correspondence: Michelle read an email dated 08/02/2017 from Attorney Mike Winter in regard to the Crandon Public Library Personnel Policy that he reviewed at the request of the Library Board. Kadie Montgomery will contact him to clarify information regarding the Fair Labor Standards act.

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: The funding presentation that Michelle will offer to new Library Board members was postponed as the Board is waiting for a board appointment to replace Rebekah Drescher. A discussion regarding funding and state standards will be presented by Michelle. Motion by Pete Davison, seconded by Kadie Montgomery, to instruct Michelle Gobert to request consultation parameters from WVLS and WILS. All ayes. Motion carried.

Work on the list of capital improvements is continuing to move forward. Michelle has contacted Cindy Bradley regarding the City of Crandon's bidding process requirements.

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

Payment of Bills: Motion by Kadie Montgomery, seconded by Andy Space to pay the August 8, 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 Cara Shepherd, 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.** The Mayor has not yet appointed a replacement for Rebekah Drescher.
- B. **Crandon Public Library Personnel Policy.** Motion by Kadie Montgomery, seconded by Cara Shepherd to approve the Crandon Public Library Personnel Policy as printed, except for the statement on page 13, Section XIV. A. stricken. All ayes. Motion carried.
- C. **Meeting Room Policy.** The policy was tabled. Language regarding tobacco products will be updated and brought to the next meeting.

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New Business:

A. **Code of Conduct Policy Review.** Tabled.

B. **Appointment of nominating committee for 2017-2018 election of officers.** Chairperson Jill Krueger appointed Cara Shepherd, Kadie Montgomery and Pam Rau to the nominating committee.

Any other business for placement on future agendas: Staff position descriptions.

The next meeting date was set for September 12, 2017 at 6:00 p.m.

The meeting adjourned at 7:39 p.m.

These minutes recorded and submitted by Michelle Gobert, Director.