

Schreiner Memorial Library Board of Trustees
Minutes of Wednesday, January 9, 2019
Community Room 1, Schreiner Memorial Library

In attendance: Daniel Glass, Josh McLimans, Jan Schmidt, Millie Uppena. All others excused. Also present, Director Bernetzke

Call to order: 5:00pm.

Secretary's Report: minutes of the November 14, 2018 meeting: Schmidt moves to approve the minutes. McLimans seconds, all in favor. Motion passes.

Treasurer's Report: Uppena moves to approve the monthly list of bills; McLimans seconds. All in favor; motion passes.

Library Director's Report: took a look at some notable figures from 2018, with the note that February will include the full annual report to the state. Work is being done to lease or purchase a microfilm machine. Circulation continues to be down compared to last year, but visitor counts hold steady.

Uppena moves to approve fine fund expenditures; Schmidt seconds. All in favor, motion passes.

Public presentation: some holiday and thank you cards were passed around.

Old Business: Trustee Essentials Review, Chapter 14.

New Business:

- A. Personnel Policy Update: vacation time accrual was changed to reflect how it's been working for years. PTO accrues on the first of the year rather than anniversary date. McLimans moves to approve amended personnel policy, Uppena seconds. All in favor, motion passes.
- B. cursory look at 2018 numbers: Bernetzke gave some numbers and statistics from the 2018 year.
- C. Discussion on board packet contents: Bernetzke asked for input on any new items to include in the board packet. Ideas include more years of comparison for circulation, Community Room/Study Room use, and a list of new items added to the library.

Trustee Comments: none

Adjournment: Uppena moves to adjourn. Second by McLimans; all in favor, motion passes.

Respectfully submitted by Jennifer Bernetzke

**Schreiner Memorial Library Board of Trustees
Minutes of Wednesday, February 13, 2019
Community Room 1, Schreiner Memorial Library**

In Attendance: Josh McLimans, Jan Schmidt, Cindy Busch, Millie Uppena. Carrie Post arrived 5:10. Daniel Glass arrived 5:15. Dan VonFeldt excused.

Call to Order: 5:02pm

Secretary's Report: Minutes from the January 9, 2019 meeting included. Schmidt moves to approve the minutes, McLimans seconds. All in favor, motion passes.

Treasurer's Report: Busch moves to approve the monthly list of bills, Schmidt seconds. All in favor, motion passes.

Carrie Post and Daniel Glass arrived during Director's Report.

Library Director's Report: Took a look at circulation and visitor numbers as well as some new statistics that were requested by the board. Meeting room use was included for the month of January as well as a list of new materials added to the collections of the two libraries. Consensus was that these are interesting additions, so Bernetzke will continue to provide them. Wireless internet use will also be counted.

McLimans moves to approve fine fund expenditures, Uppena seconds. All in favor, motion passes.

Public Presentations: none

Old Business: Discussion of board packet contents was continued for those who were absent in January. Any new information can be requested throughout the year and Bernetzke will do her best to make it available.

New Business:

- A. Annual Report to the State: Went through the full report to the state and discussed some of the numbers, where they came from, and how we keep track and report. Uppena moves to approve the Annual Report to the state, Busch seconds. All in favor, motion passes.
- B. Statement of System Effectiveness: instead of marking disagreement with the question of system effectiveness on the state form, Bernetzke recommends a letter be sent to SWLS board and Director to address ongoing concerns with system effectiveness. McLimans moves to send the letter and to mark agreement with the statement on the DPI form, Post seconds. All in favor, motion passes.
- C. Fine Fund Audit: Treasurer McLimans took all fine fund records from 2018 and did an audit of their contents. Records were kept in a satisfactory manner. Busch moves to approve fine fund audit, Uppena seconds. All in favor, motion passes.
- D. Technology Services Agreement: this agreement should have been sent to us several months ago for signature. The fees associated with the agreement have already been

charged. Bernetzke recommends we sign it. McLimans moves to approve the Technology Services Agreement with SWLS, Schmidt seconds. All in favor, motion passes.

Trustee comments: Busch stated that bands were hired for summer performances and funding is in process. The concerts will be the second Tuesdays of the summer months again.

Motion to adjourn by Uppena, second by McLimans. Motion passes. Adjourn at 5:50pm.

Respectfully submitted by Jennifer Bernetzke

Schreiner Memorial Library
Board of Trustees Wednesday, April 10, 2019; 5:00 p.m.
Community Room 1, Schreiner Memorial Library
113 West Elm Street, Lancaster, WI

I. Call to Order- 5:03pm

II. Secretary's Report – Minutes of the February 13 meeting - action Motion to approve by Cindy Busch, 2nd by Dan VonFeldt. Motion carried.

III. Treasurer's Report –Last two months' list of bills

New disc cleaner machine was purchased for a deal from \$5000 down to \$3600 with the old one traded in. Millie said that the Potosi disc cleaner was out of order. Jen will talk to Judy about that.

No Alliant Energy bill for April- their mistake and we won't see a bill.

Cindy asked about rooftop units and a bill for Meyer's for mice in the units.

Motion made to approve treasurer's report by Dan VonFeldt, 2nd by Cindy Busch. Motion carried.

IV. Library Director's Report – Approval of fine fund expenditures

Circulation and visitors are down, but beginning to level off. Community rooms being used a lot- 62 times in March.

Fine fund expenses- Microfilm reader which we got for a good deal because we went in with other libraries- the cost was not budgeted for in our technology budget- Dan asked if the Microfilm was used much, Jen shared that it is used frequently. One machine wasn't enough, which is why we have 2. The cost to convert all the data from the papers would be upwards of \$50,000. Kerin is our genealogist and local historian. We can use the new microfilm computer to upload and someone in another area can actually do the searching from afar.

Brewery library in Potosi working with us to share our resources with each other.

Kristin went to SWED to represent SW Wisconsin as library rep.

Motion to approve fine fund expenditures: Cindy Busch moves, Dan VonFeldt 2nd - motion carried.

V. Public Presentation and Communications-Thank you received from the Potosi NHD group, and Karen Reese sent a note giving accolades to Kerin Colson for her presentation on using Genealogical Resources.

VI. Old Business

A. None

VII. New Business-

A. Alcohol at adult library programs- action possible - Consensus no on alcohol at library programs. Private events may continue to request permission.

B. Inservice date: change date to May 10th so carpets can be cleaned while the in-service is happening. Josh McLimans moves to approve date, Carrie Post 2nds. Motion carried.

C. Request for Alcohol at private event- Dan VonFeldt makes a motion to approve, Josh McLimans 2nd, motion carried.

D. Programming outside service area fee- Organizations outside our service area have shown interest in having Kerin do presentations on genealogy. Anytime a library staff member leaves the service area to present library programs, the director needs to approve the event in advance. The requesting organization will pay IRS rate for mileage, plus time for travel, prep, and presentation at a rate of \$30 per hour. Josh McLimans moves to approve this fee structure; Dan VonFeldt seconds. Motion carried.

E. Building issues- Jen has email records of the leaking and some of the records are not indicative of ice dams. The architects, builders, and roofers are working on a permanent solution.

Green Star will clean the carpets in May for \$1400.

F. Technology Replacement Schedule- Because of upkeep and replacement costs, our best option is to plan to remove some items from the schedule over the next 5 years. Jen is suggesting reducing the # of computers available- eventually saving money on initial purchase as well as in staff time because of less burden from troubleshooting and maintenance. Dan VonFeldt moves that we go with option A, Cindy Busch 2nds. Motion carried.

G. Circulation and Fee Policy- Not ready to go fine free yet, and there is a lot of discussion that would be needed for an organizational shift of that magnitude. The fees for copies/printing are somewhat outdated as well as convoluted. Jen inquired with area libraries to see how much others were charging. To simplify the cost structure while still covering our own costs, Jen recommends \$.15 for one side and \$.25 for two-sided no matter what color.

Other Circulation and Fee Policy changes:

Change checkout limit to no limit for audiobooks.

Change renewal limit to 2 for all items which don't have holds.

Cindy Busch moves to approve changes, Josh McLimans 2nd. Motion carried.

VIII. Trustee Comments:

Bands for summer concert events will be Point Five, Primitive Culture, and Harmonious Wail. They will take place on the 2nd Tuesdays of June, July, and August.

Dan VonFeldt makes a motion to adjourn, Cindy 2nds. Adjourn at 5:54pm.

Schreiner Memorial Library Board of Trustees
Minutes: Wednesday, May 8, 2019; 5:00 p.m.
Community Room 1, Schreiner Memorial Library

I. Call to Order at 4:58. Introductions, new member: Luanne Droessler

II. Secretary's Report – Minutes of the April meeting: Jan requested a review of the April decision about alcohol at library events. VonFeldt moves to accept minutes; Schmidt seconds. All in favor, motion passes.

III. Treasurer's Report –Last month's list of bills – action - SWLS charge 5 computers microfilm, director's computer, 2 Potosi public computers saved \$400 on the quote! Travel and education Kristin to Karen UW class on adult programming. Post made a motion to approve, second by Busch. All in favor, motion passes.

IV. Library Director's Report – Approval of fine fund expenditures

A. Summer library program will start when school lets out. Circulation and visitor count are still down, perhaps in part due to construction; Potosi's circulation is leveling off. We hired a page and student assistant. 2 people to split the hours of one who resigned. Huge book sale made over \$200. Jen attended the joint finance meeting in Janesville. Kristin will be visiting schools to promote our summer program. Jen attended a workshop in Viroqua about homelessness. The library will be closed on Friday May 10 for inservice, and carpets will be cleaned then. Price change on copies was implemented on May 1st. No checks were written this month. VonFeldt moves to approve fine fund expenditures, Droessler seconds. All in favor, motion passes.

V. Public Presentation and Communications -Thanks from the library staff to the Board members for a treat during National Library Week.

VI. Old Business

A. None

VII. New Business

A. Election of Vice President for the remainder of the term. Glass appointed Schmidt as VP; new positions will be elected at the July meeting.

B. Summer Program Preview- Summer bookmark contest, Kristin is promoting summer program at schools, Logs for adults and kids, Nachos and a soda for kids who read and turn in the form at the Grant County Fair.

C. Budgetary priorities- discussion about what priorities we should keep in mind as we form our budget request. #1 priority to Jen is protecting our materials budget. In comparison with area libraries, we are 6th biggest municipality (population count includes Potosi population), but 2nd largest budget, #2 in circulation, and #2 in reimbursement.

Things to look toward:

1. We don't have a maintenance account right now. We need to create a budget for that.
2. Create a fulltime position for children services. We could find the \$ for full-time hours, but not the \$14,000+ for benefits for that person.
3. Jen's goal is to balance the budget without using the reserve funds. Von Feldt said Saputos new facility is coming in. This would be a huge tax increase for the city in the next few years. Mentions the possibility of using the fund for the next few years to get by until it is gone. Furniture looks good so far. Donations, soup sale are sources of funding for furniture.
4. Add a few hours for better coverage during evening shifts.

Things to keep in mind: Is there any fat to trim? Jen said library supplies could be reduced some to save, but we budget pretty tight already and use fine fund revenue.

Timeline for budget: Get an initial recommendation for the July meeting, Library Board should have a final request to the board by August 1st. Other departments have theirs submitted by September. Do personnel evals in June for the staff of the library in order to include the raises in our budget proposal.

D. Trustee Essentials Training- information Chapter 15 Public Records Law- Library records must be made available to the public, actions taken or a quorum. It does include emails and social media, We do have a records retention policy and Jen is great at keeping track of what needs to be kept and what doesn't. A folder is kept of all public records requests. Records custodian can be named, or it defaults to Jen and Board President. If we don't keep them we could be fined or worse. One request for a personnel file in last 10 years. Once a month, all Jen's files are downloaded and sent to a safe at City Hall.

VIII. Trustee Comments - A. Two new benches purchased through the Foundation's garden fund. We request funds to maintain the grounds. Question about hiring and background checks- library has the Police Dept. do one. We screen our applicants for privacy concerns during interviews.

IX. Motion to adjourn by Glass @ 5:56pm, 2nd by Carrie Post. All in favor, motion passes.

Schreiner Memorial Library Board of Trustees
Minutes of Wednesday, June 12, 2019
Community Room 1, Schreiner Memorial Library

In attendance: Daniel Glass, Josh McLimans, Jan Schmidt, Luanne Droessler, Daniel VonFeldt, Carrie Post. Cindy Busch excused. Also present, Director Bernetzke

Call to order: 5:00pm.

Secretary's Report: minutes of the May 2019 meeting: Schmidt moves to approve the minutes. VonFeldt seconds, all in favor. Motion passes.

Treasurer's Report: Schmidt moves to approve the monthly list of bills; McLimans seconds. All in favor; motion passes.

Library Director's Report: reviewed summer programming so far and looked at what programming is coming up for all ages. Noted that the library was closed for Memorial Day and that Cindy, Jen, and a group of volunteers cleaned, weeded, and generally fixed up the performance plaza for this year's events.

McLimans moves to approve fine fund expenditures; VonFeldt seconds. All in favor, motion passes.

Public presentation: none.

Old Business: The board discussed some of the possible budget priorities to focus on over the next few years in order to give Jen direction in creating a budget request.

New Business:

- A. Budget Committee date: Jen will send a survey to the Budget committee.
- B. Standing Committees: everyone will work on getting new member ideas for Plaza committee and future Foundation members.
- C. Trustee Essentials: review of Chapter 16, Conflicts of Interest.

Adjourn to closed session pursuant to WI Statute 19.85 (1)(c) for the purpose of considering employment, promotion, compensation, or performance data of a public employee over which the governmental body has jurisdiction or exercises responsibility in regards to library employees. The committee to reconvene.

McLimans moves, Schmidt seconds to enter closed session. Roll Call vote, all in favor.

Reconvene to open session; no action taken.

Trustee Comments: none

Adjournment: VonFeldt moves to adjourn. Second by McLimans; all in favor, motion passes. Adjourn at 5:46pm.

Respectfully submitted by Jennifer Bernetzke

Schreiner Memorial Library
Budget Committee Meeting Minutes
August 5, 2019 5:00pm
113 West Elm Street, Lancaster, WI

- I. Call to Order 4:57pm. All are present (Schmidt, VonFeldt, Glass, McLimans, Bernetzke)
- II. Review of 2019 Library Goals and Status of 2019 Budget: all is on track to stay within budget this year. Request to get a quote from Charter/Spectrum to compare to TDS rates.
- III. Adjourn to closed session pursuant to WI State Statute 19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance data of a public employee over which the governmental body has jurisdiction or exercises responsibility in regards to library employees. The committee to reconvene. Schmidt moves, Glass seconds. Roll call vote, all ayes.
- IV. Reconvene to open session
- V. Recommendation for 2020 Budget Request to City, to give to full Library Board of Trustees for action: Glass moves to recommend option 2 (2.91% increase by City, 1.47% increase to overall budget). McLimans seconds, all ayes.
- VI. Motion to adjourn by Schmidt, second by Glass. Adjourn at 5:50pm.

Schreiner Memorial Library Board of Trustees
Wednesday, August 14, 2019; 5:00 p.m.
Community Room 1, Schreiner Memorial Library
113 West Elm Street, Lancaster, WI

NOTICE AND AGENDA

I. Call to Order - 4:58 In attendance: VonFeldt, Schmidt, Glass, Busch, Droessler, and Post. Excused, McLimans. Also present: Bernetzke

II. Secretary's Report – Minutes of the June meeting - motion by Busch, second by Post to approve minutes. All in favor, motion passes.

III. Treasurer's Report –Last two months' list of bills – action TEACH internet line \$1200/yr. both Lancaster and Potosi = We repaired the Potosi disc cleaner. VonFeldt moves and Dressler seconds to approve last two months of bills. All in favor, motion passes.

IV. Library Director's Report – Approval of fine fund expenditures – action -Live animals 348 people here. Bethel Horizons for summer school in Potosi

Jen presented about our library at Wils world - We are serving the hospital's "swing-bed" program. Included our homebound delivery brochure with the books delivered from library circulation.

Kids will read to the therapy dog. Read to a dog = get \$5 off the library fines. 6 different dates through Sept.

Busch moves to approve fine fund expenditures, Schmidt seconds. All in favor, motion passes.

V. Public Presentation and Communications - One thank you for the summer outdoor concert

VI. Old Business

A. Autumn Programming- information

B. Budget Committee Meeting Date-DONE

VII. New Business

A. Annual Meeting: Election of positions

1. President- Schmidt nominated Dan Glass; Droessler seconds. No other nominations.

2. Vice President- VonFeldt nominated Jan Schmidt; Droessler seconds. No other nominations.
3. Treasurer- Busch nominated McLimans; VonFeldt seconds. No other nominations.
4. Secretary- Droessler nominated Post; Busch seconds. No other nominations.

All elections stand.

B. Standing Committees -

1. Members to Foundation- McLimans, Busch, and Post are appointed to the Foundation Board.
2. Members to Performance Plaza Committee- 5 person committee; Busch and Droessler from the board and Kathy Nelson, Judy Felsenthal, and Kathy Friederick at large.
3. Members to 2020/21 Budget Committee- VonFeldt, Glass, McLimans, and Schmidt are appointed.

C. Trustee Training Opportunities- information This week is trustee training week. If you would like training contact Jen. DPI creates these for education purposes. Carrie and LouAnn are interested

D. Budget Request to the City- Go for 3.06% increase 1.47% increase for the whole lib. Budget. Increase from 29 to 34 hours a week for children's coordinator. VonFeldt moves, Droessler seconds to approve budget request to the City. All in favor, motion passes.

E. Salary/Wage ranges for library staff- Dropped the Library Director top end to \$60,000 and the Library Assistant III top end to \$41,600. VonFeldt moves and Droessler seconds to approve salary range resolution with changes noted. All in favor, motion passes.

VIII. Trustee Comments

IX. Motion to adjourn made at 5:43 pm by VonFeldt, second by Post.

Schreiner Memorial Library Board of Trustees
Wednesday, September 11, 2019; 5:00 p.m.
Community Room 1, Schreiner Memorial Library

Minutes

- I. Call to Order 5:06 pm. Present: Busch, McLimans, Droessler, Schmidt, VonFeldt, Glass arrived 5:07. Excused: Post. Also in attendance: Bernetzke
- II. Secretary's Report – Minutes of the Budget Committee and the August meetings – move to approve both sets of minutes with spell checks; VonFeldt. Second by Schmidt; all in favor, motion passes.
- III. Treasurer's Report –Last months' list of bills – Agenda incorrectly said “two months” but only the last month has not already been approved. Busch moves to approve August bills. Second by Droessler; all in favor, motion passes.
- IV. Library Director's Report – Approval of fine fund expenditures – mentioned getting quotes from two places for phone/internet; review of the City Finance Review meeting- budget will be set next month or so. A request for a 24 month history of the Fine Fund account balance and discussion of how the Fine Fund is used ensued. VonFeldt moves to approve fine fund expenditures. McLimans seconds; all in favor, motion passes.
- V. Public Presentation and Communications – A brochure from the Lancaster Public Library Foundation was shared with the board.
- VI. Old Business
 - A. Programming Update- information was distributed
 - B. Trustee Essentials Review – discussion about system membership and its importance
- VII. New Business
 - A. Alcohol Request(s)- McLimans moves to approve PEO alcohol in the library. Schmidt seconds; all in favor, motion passes. Schmidt moves to approve the Lancaster Public Library Foundation having alcohol at the Festival of Taste event. Glass seconds; all in favor, motion passes.
 - B. Adjusting hours for Festival of Trees- McLimans moves to adjust the following hours for Festival of Trees events: December 6, 9-8. December 9, 9-4. VonFeldt seconds; all in favor, motion passes.
- VIII. Trustee Comments- some discussion about parking changes by the library and construction updates.
- IX. Adjourn- Busch moves to adjourn, Droessler seconds. All in favor, adjourn at 5:54 pm.

Schreiner Memorial Library Board of Trustees
Wednesday, October 16, 2019; 5:00 p.m.
Community Room 1, Schreiner Memorial Library
113 West Elm Street, Lancaster, WI
NOTICE AND AGENDA

I. Call to Order -Schmidt called the meeting at 5:01. Glass arrived at 5:05. Present were VonFeldt, Schmidt, Post, Busch, McLimans, and Glass. Bernetzke and Mayor Varnam also in attendance.

II. Secretary's Report – Minutes of September 11- Busch moved, Post second to approve minutes. All in favor, motion carries.

III. Treasurer's Report –Last month's list of bills – We are right on budget. Myers had a large bill for furnace repair of motor that was out. Myers checked the dampers for \$105 on roof check which will be billed to the builder for roof repair. VonFeldt moved to approve, McLimans seconds. All in favor, motion carries.

Glass joined meeting at 5:05.

IV. Library Director's Report – Circulation is DOWN a great deal. Potosi down a bit too. Computer use in Potosi is up Lancaster down a bit. 63 room uses for Lancaster. Jen accepted a teaching post at UW Madison which will not interfere with this position.
Memory cafe 2nd Thursday of each month

Review of fine fund expenditures -Coffee bar, Kleenex, batteries, hand sanitizer, lizard supplies, stamps, postage, books from local authors, all programming supplies, the occasional staff education class, and other general expenses. The money comes from donations to coffee bar or community rooms, other small donations for memorials, fines and fees. Schmidt moves to approve fine fund expenditures, VonFeldt seconds. All in favor, motion carries.

V. Public Presentation and Communications Thank you notes from a lady who has worked with us to donate books in her son-in-law's name.

VI. Old Business

A. Programming Update- Chad Lewis speaker for adults scheduled for this month.
Schedule of events included in packet.

B. Trustee Essentials Review, Library Board Appointments–7 members should be on our board. Superintendent could be on the board for school rep. 2 appointees can be from outside of city limits. Additional appointees can be appointed by the county board if they wish to add members to the board because of the percent of our budget that comes from county funding. Mayor appoints, council confirms - We have Potosi branch agreement so Potosi can have 1 space on this board. Mayor Varnam added that only one council member may be appointed at a time by Mayor and that because of City status, he cannot remove members mid-term.

VII. New Business

A. Budget Update- No news as of yet; Finance Review was rescheduled during the board meeting so Jen was unable to attend.

B. Goals for 2020- Goals are based on our strategic plan. Extensive discussion about the 2020 goals took place, including conversation about how analysis for programs was needed as well as advocacy in the ebook world as publishers make changes.

C. Set Director Consulting fee for 2020- Jen would like to advocate for an increase from \$25/hr for services to the system or other libraries. She would only be available to offer services for approximately 5 hrs./ week and during limited time frames such as for preparing the annual report. The income for this fee goes into our special library fund. They would be paying the actual library, not Jen. VonFeldt moves to set consulting fee at \$40 per hour; Schmidt seconds. All in favor, motion carries.

VIII. Trustee Comments: Festival of Trees is hosted by Library Foundation. December 6-9th Festival of Taste is already taking reservations for trees, wreaths, and vendors.

IX. Motion to adjourn is at 5:55 by VonFeldt; Busch seconds.

Next meeting:

November 13, 2019 at 5:00 PM

**Schreiner Memorial Library
Board of Trustees**

Wednesday, November 13, 2019; 5:00 p.m.

- I. Call to Order - Call to order by Dan V. at 5:00 pm. All members present, Droessler attending on the phone.
- II. Secretary's Report – Motion to approve minutes of October 16 by VonFeldt, second by Busch. All in favor, motion passes.
- III. Treasurer's Report –Motion to approve bills by Busch, second by McLimans. All in favor, motion passes.
- IV. Library Director's Report –Circulation went up, program attendance went up, Lego club went up because of holding at the Potosi school. Motion by VonFeldt to approve the fine fund expenditures, second by Busch. All in favor, motion passes.
- V. Public Presentation and Communications- Thank you passed around.
- VI. Old Business
 - A. Programming Update- Trick or treat, Chad Lewis, Memory Loss, Memory Cafe every month. No programming in December.
 - B. Trustee Essentials Review–Library director recertification We are a Grade #2 community. Director requires a Bachelor, but our community has always required a Master's Degree. Grade #1 is 6,000 10 hrs. Have to be technology related,
 - C. Budget Update- information- Budget delayed until Friday
- VII. New Business
 - A. Public Behavior Policy update- action possible- Public behavior policy needs a few specific alterations: addition of vaping in the no smoking line. Also addresses animals in the library- only service/therapy animals or animals as part of a library program allowed in, and those animals must be entirely under owner's control at all times. Motion by Busch, second by Post to approve changes to Public Behavior Policy. All in favor, motion passes.
 - B. Salary Resolution for 2020- Motion by VonFeldt to approve salary resolution contingent upon the City appropriation for 2020. Second by Busch; all in favor, motion passes.
 - C. 2020 Meeting Schedule- information- 2nd Wednesdays of month except November, no meeting in December unless deemed necessary.
- VIII. Trustee Comments- Third band being selected for the plaza planning committee Luann will help Judy decorate the library in Potosi, Santa will come on back home for Christmas and read a book.
- IX. Motion to adjourn by VonFeldt, seconds by Busch. Adjourn at 5:26.

Next meeting: January 8, 2020 at 5:00 PM