

Schreiner Memorial Library  
Minutes from Board Meeting on  
Wednesday, March 11, 2020; 5:00 p.m.  
Community Room 1, Schreiner Memorial Library  
113 West Elm Street, Lancaster, WI

- I. Call to Order 5:00; VonFeldt and Post excused
- II. Secretary's Report - Droessler moves to approve minutes of February 12, second by Busch. All in favor, motion passes.
- III. Treasurer's Report -McLimans moves to approve payment of the bills, second by Schmidt. All in favor, motion passes.
- IV. Library Director's Report - Some discussion of COVID-19 and the procedures being put in place at this time; if recommendations turn toward closure of schools and libraries the board will reconvene to take up that issue. For now, children's programming has been suspended and cleaning has been increased. McLimans moves to approve fine fund expenditures, Busch seconds. All in favor, motion passes.
- V. Public Presentation and Communications- none
- VI. Old Business
  - A. Upcoming Programs and Events- discussed a blood drive being held in the library but that other programming is suspended while more information is gathered.
  - B. Fine Fund Audit- this item was tabled for the next regular meeting.
- VII. New Business
  - A. Technology Replacement Plan- information about status of upgrades
  - B. Building Maintenance Update- information about status and plans
  - C. Computer Use Policy- Schmidt moves to approve amended computer use policy, McLimans seconds. All in favor, motion passes.
  - D. Trustee Essentials Review: Accessibility- information about accessibility and how it pertains to our libraries.
- VIII. Trustee Comments- Busch reported on updates at the museum and mentioned the Sonny Tiedemann pedal car. A question about possible future program ideas around local architecture was asked. Director will put it on a list of ideas.
- IX. Adjourn- McLimans moves to adjourn at 5:45 pm; Busch Seconds. Adjourn.

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

*Notice to Library Board members; Grant County Herald Independent; WGLR; City Clerk*

Schreiner Memorial Library  
Board of Trustees  
Special Meeting March 16, 2020; 5:30 p.m.  
Community Room 1, Schreiner Memorial Library  
113 West Elm Street, Lancaster, WI

NOTICE AND AGENDA

- I. Call to Order 5:32, Jan excused.
  
- II. Library Director's Report – information Jen said it is time to consider closing library. 300 closed throughout the state. Over 200 people have been in today. Many groups coming in with sickness and other concerns about the safety of the staff. City hall is taking measures to reduce people in areas. Curbside pickup for patrons would be a potential option. Tumble books free until end of August. Internet outside the building. No fines and reserves will stay. Vestibule may remain open for tax forms. Josh said that we should have a video statement on Facebook.
  
- III. New Business
  - A. Consider Closing the Library to aid in social distancing- Josh made a motion to close the libraries of Potosi and Lancaster until further notice, with the possibility of curbside pickup for books and other services to be determined. Luann seconds. All in favor, motion passed.
  - B. Resolution granting staff pay of regular schedules during closed hours – action possible -Jen said that the staff's pay is in the budget. Dan G. has a problem if people are paid when they are not at work. LuAnn Droessler asks if this will affect the city's budget for the following year. Directed Jen to get information on 2-week sick leave, and unemployment for the next meeting. Dan VonFeldt made a motion to continue paying employees who are working until April 8th; Carrie 2nd motion. All in favor, motion passes.
  - C. Other actions to be taken by library staff/board during this period of uncertainty - library staff will be available by phone for information requests for things, and there was discussion about the potential to open for appointments, curbside pick-up, etc. Jen is hesitant to promise anything but will work with the staff to find ways to offer services to the community. We will be open until 6pm tomorrow as of today.
  
- IV. Convene to closed session pursuant to Wisconsin Statute 19.85 Section 1 (c), considering employment, promotion, compensation, or performance data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Board to reconvene. Luann motion Cindy 2nd motion for a closed session. Roll call vote.

- V. Reconvene to take action on any items from closed session- action possible  
Dan V. motion to reconvene, Cindy 2nd
- VI. Trustee Comments- none
- VII. Adjourn Luann motion, 2nd by Josh. Adjourn 6:15.

Schreiner Memorial Library  
Board of Trustees  
Emergency Meeting March 26, 12:00p.m.  
Details for call-in or digital attendance below.

Minutes

- I. Call to Order Call to order 12:04 by McLimans. Schmidt excused, all others present.
- II. New Business
  - A. Accept resignation of Jennifer Bernetzke effective May 10- VonFeldt makes a motion to accept resignation of Jen, second by Droessler. All in favor, motion passes.
  - B. Approve job description of Library Director- McLimans moves to approve the job description of the Library Director. Second by VonFeldt. All in favor, motion passes.
  - C. Decide salary range to post with position- VonFeldt asked if we find can't find a person with a Master's Degree would we have to require one; it's not a state requirement but highly recommended for this position. Glass said we should leave the Masters requirement for the job and keep the currently approved range of \$49,000-\$60,000. Von Feldt moves that we accept the range for this posting; second by Droessler; all in favor, motion passes.
  - D. Post vacant position- Jen wrote up a job ad. Jen will post to WI Public Library listserve, Madison and Milwaukee library school job board, local papers, and our website. Droessler makes a motion to post as Jen has drawn up, Post 2nds motion. All in favor, motion passes.
  - E. Appoint a hiring committee of 3 board members- Dan G. wants to have a committee for hiring. Glass appoints McLimans, Droessler, and Glass to the committee. Motion by VonFeldt and second by McLimans; all in favor, motion passes.
- III. Trustee Comments
- IV. McLimans makes a motion to adjourn at 12:19, 2nd by Droessler.

Schreiner Memorial Library  
Board of Trustees  
Wednesday, April 8, 2020; 5:00 p.m.  
Community Room 1, Schreiner Memorial Library  
113 West Elm Street, Lancaster, WI

NOTICE AND AGENDA

- I. Call to Order @ 5:05 Present via Zoom were Jen Bernetzke, Josh McLimans, Dan Glass, Cindy Busch, Dan VonFeldt, LuAnn Droessler, Jan Schmidt, and Carrie Post
- II. Secretary's Report – Minutes of 3 March meetings- action We all looked over the past 3 sets of minutes. Josh makes a motion to approve minutes, Luann 2nd motion carries
- III. Treasurer's Report –Last month's list of bills – action Jan makes a motion to approve, Dan Vonfeldt 2nd motion. Motion carries
- IV. Library Director's Report – Approval of fine fund expenditures – action Staff members are still working, some from home and some at library. Library is cleaned. Floors got waxed at the end of March. Community room is in great shape. April- who knows what is happening? Online resources still need to be done are being done from home. Restaining the chess set is happening. Mayor is extending the mandatory closure until May 18th. Fine receipts are not available. Cindy made a motion to approve the report, Josh 2nd motion
- V. Public Presentation and Communications
  - A. WLA Statement- 2 thank you cards Jen got a letter from WLA about continuing to pay the staff until this Covid Crisis is happening. Jan received a letter from Gerri Reuter to thank the library and board members.
- VI. Old Business
  - A. Closure Updates- information Mayor updated closure until May 18th. Newest update from state- took curbside delivery idea off the table for the time being.
  - B. Fine Fund Audit- action Josh turned in the audited fine fund to Jen and it looked good. Dan Glass makes a motion to approve 2nd by Jan motion carries
  - C. Hiring Committee- action possible- We would like to add Cindy to the committee. LuAnn would step down as a committee member and allow Cindy or Dan V. Dan G appoints Cindy to the committee.
- VII. New Business

- A. Hiring Update- information Jen got the job post out to many possible places. We are waiting to get it into the paper. Jen will get her resignation letter May 10th is her last day. July 10th is when she gets paid out to because of vacation, etc. We said preference of applications until April 15th.
- B. Paying Staff- information and action possible - Jen discovered in our personnel policy that says that if the library were to have an emergency closure the staff will be compensated as they were scheduled to be paid. The library has offered the city library workers if needed. County funding will suffer if we do not spend the amount that has been allocated to your group. Keep expenditures low for 21-22. Cindy said it's good to support our staff. Dan VonFeldt said that it will go a long ways to save \$ . Dan said maybe put a pause on purchasing books possibly for 30 days in the future. LuAnn asked about acquiring the best sellers that we'd miss out on purchasing. Some money from book budget was reallocated to digital collection.

VIII. Trustee Comments- Discuss book budget and what we should do with it. Cindy had a comment promotes 2020.org survey that asks people what they are interested in giving their money toward. TAKE THIS SURVEY please. Chamber events and some summer events may be canceled. Possibly cancel Blues and Brews...

IX. Adjourn LuAnn makes a motion to adj. Josh 2nd the motion

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

*Notice to Library Board members; Grant County Herald Independent; WGLR; City Clerk*

## SPECIAL MEETING MINUTES

The meeting was called to order at 5:03 p.m. with the following members present: Josh McLimans, Cindy Busch, LuAnn Droessler and Ashleigh Hampton. Also present was Tara Fortney, Interim Director.

Discussion was held on how the library reopening was going. Tara said that it was going well but was a bit slow, with one to two daily curbside deliveries and about 15 patrons browsing each day.

LuAnn made the motion to go into closed session pursuant to WI state Statute 19.85(1)© 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. Cindy seconded the motion. A unanimous roll call vote in favor was taken.

The board reconvened to open session at 5:23 pm.

Cindy made the motion to hire Christinna Swearingen as the new Lancaster Public Library Director to begin on or before October 22, 2020 at the salary of \$54,000. LuAnn seconded the motion. On roll call vote, the motion carried unanimously.

Josh will contact Christinna with the board results.

Josh made the motion to adjourn with LuAnn's second. The motion carried. The meeting was adjourned at 5:26 pm.

Schreiner Memorial Library  
Board of Trustees  
Wednesday, January 8, 2020; 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 to order, 4:58pm. In attendance were Busch, Schmidt, VonFeldt, McLimans, Post, Droessler; also present were Director Bernetzke, Mayor Varnam, and City Clerk Kurihara. Excused, Glass.
- II. Secretary's Report – Minutes of November 13- motion to approve minutes from November by VonFeldt, second by Busch. All in favor, motion passes.
- III. Treasurer's Report –Last 2 months' lists of bills – motion by McLimans to approve bills from last two months, second by Droessler. All in favor, motion passes.
- IV. Library Director's Report: All libraries except 4 in SWLS are down with regard to circulation. Festival of Trees was well attended- more than last year. Not a lot of programming for the month; did hold the memory café. Dave Peterson has loaned Smith paintings to library for the Community Rooms. A new flagpole for front of library is coming in the spring. John Hauth is working with Jen on pricing for electrical and materials. The Foundation is looking into major grant opportunities for exterior/Ryland Park upgrades. Copies and sales are up. Motion to approve fine fund expenditures by VonFeldt, second by McLimans; all in favor, motion passes.
- V. Public Presentation and Communications- StoryWalk status update, Department of the Army certificate of appreciation, thank you from food pantry, thank you from patron who wanted a book and we had it. Thank you from Len Chylack from Brewery for help with a grant. Letter for finance review committee sent by Jen to committee to express concern for lack of communication about budget approval process.
- VI. Old Business
  - A. Budget Update- Discussion opened by Schmidt. Jen has proposed we take the amount of our request not granted by the City from Library Reserve Fund (the amount is \$3000). This means no changes to 2020 budget. Jen doesn't want to overbudget the Fine Fund and run it into a deficit. Our fund balance is still healthy enough to absorb this, and the City has expressed the desire to see us spend that down. Some discussion included Varnam and Kurihara. VonFeldt moves to approve the adjusted revenue lines in the 2020 budget, second by Busch. All in favor, motion passes.

VII. New Business

- A. Transfer donation(s) to Foundation: Garden Fund was given a donation. We can transfer the donation or we can keep it and pay for the costs that are ensued from the Garden Fund. We decided to give the \$ directly to the Foundation since they manage the Garden Fund. Motion to transfer that donation by McLimans, second by Droessler. All in favor, motion carries.
- B. Technology Services Agreement 2020- Approve contract from the tech. services through SWLS. Motion by Post, second by VonFeldt, to approve contract. All in favor, motion passes.
- C. Attendance: Library Legislative Day- information Feb. 11 Tuesday. Jen will attend.
- D. Initial statistics from 2019- information; annual report in February.
- E. Fines-Free movement- information VonFeldt suggests that a committee be formed next month since there are arguments and research supporting each side of the conversation.
- F. Request for alcohol at event- action Group in April will have a wedding shower with alcohol. VonFeldt moves to approve request, seconds by McLimans. All in favor, motion passes.

VIII. Trustee Comments- Question about program to teach city workers computer skills; we've done it 3 times. A calendar system was taught to the staff members by Jen.

IX. Adjourn Motion by McLimans, 2<sup>nd</sup> by Busch. Adjourn at 5:47.

Next meeting: February 12, 2020 at 5:00 PM

*Notice to Library Board members; Grant County Herald Independent; WGLR; City Clerk*

Schreiner Memorial Library  
Board of Trustees  
Wednesday, February 12, 2020; 5:00 p.m.  
Community Room 1, Schreiner Memorial Library  
113 West Elm Street, Lancaster, WI

NOTICE AND AGENDA

- I. Dan Glass called the meeting to order at 5:00pm; Droessler and McLimans excused
- II. VonFeldt moved to approve minutes of January meeting. Schmidt seconds; all in favor, motion carries.
- III. Treasurer's Report: in 'Library Supplies' line, 4 new tables will be reimbursed by Foundation and Grant Co. activity guide cost will be split with other libraries. Schmidt moves to approve treasurer's report, Busch seconds; all in favor, motion carries.
- IV. Library Director's Report - Approval of fine fund expenditures - action  
Circulation down, visitor count up now that construction is over. Co. rooms used 51 times in Jan. Potosi having lower circulation numbers.  
Finals week went well  
Soup lunch \$700 this month  
Jen spoke with Travis Tranel and staff in Marklein's office  
Jen worked 23 hours for SWLS and library was paid \$920  
Jen is working with Public Works to do some computer/app training; some outdoor work will be done in the spring  
Fine fund included fines, paper copies, sales of books and computers -  
We paid Chamber dues and bought stamps  
VonFeldt moves to approve fine fund expenditures. Busch seconds; all in favor, motion carries.
- V. Public Presentation and Communications- none
- VI. Old Business
  - A. Upcoming Programs and Events- information  
Schreiner Shenanigan was passed out  
Water quality guest speaker from UW-Madison
- VII. New Business
  - A. Library Annual Report- We reviewed the official form. Newspaper cost for WI State Journal - discussion ensued  
YA included with children section  
After review of last year's concerns and new ones for 2019, it was decided that SWLS did not provide effective leadership and adequately meet the needs of the library. This decision will not affect system funding, but

provide needed feedback to system. Busch moves to approve the annual report. Schmidt seconds; all in favor, motion carries.

- B. Potosi Branch Agreement- action- Up for renewal 2021-2023. The telephone bill has always been paid by the library, so we just took it out of their share of the payments. Section 12 representation on the library board The village shall recommend a name to the mayor, so that she/he can ultimately appoint a representative. Potosi Village will pay the Library \$24,055 in 2021, and \$24,500 in each of 2022 and 2023, by March 1 of each year. We get back 55% of county funding that we earn from Potosi, Potosi Township, and Tennyson Township circulation. Von Feldt moves to approve the contract; Busch seconds. All in favor, motion carries.
- C. Creation of Fines Free Research Committee- action  
Glass appoints Von Feldt, Droessler, and Schmidt to this committee and assigns them the task of making a recommendation around the fines free trend to the full board.
- D. Busch moves to approve an alcohol request for a private event. Schmidt seconds; all in favor, motion carries.

VIII. Trustee Comments- The Grant County History Museum will see the Sonny Teidemann car donated on March 21st with a huge event. The Teidemann Fund is doing great things for our community. Summer Nights lineup is set. All three bands are booked. Some donations are helping offset the lack of funding from the City.

IX. Adjourn- Motion made by VonFeldt, second by Schmidt to adjourn at 5:55.

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