

Schreiner Memorial Library
Board of Trustees
Wednesday, January 13, 2021; 5:00 p.m.
Via Zoom, Schreiner Memorial Library
113 West Elm Street, Lancaster, WI

NOTICE AND AGENDA

- I. Call to Order 5:03pm called to order by Dan G. Present Carrie Post, Luann Droessler, [Josh McLimans](#) , [Cindy Busch](#), Dan Glass,
- II. Secretary's Report – Minutes of November 18 meeting- Ashley missing from last minutes. Fix minutes punctuation. Luann motion to approve minutes 2nd by Cindy. Motion carries
- III. Treasurer's Report –Last month's list of bills – Are the newspapers getting used? asked by Cindy Are all the papers archived? [Josh McLimans](#) said 3 years of weekly and Telegraph Herald. Christinna noted that supplies were for pots that were decorated outside of library. We used some of our supply \$ since the regular fund for supplies had dried up. Join WLA. Potosi got things that were on backorder so it was a bit higher. [Josh McLimans](#) made a motion to pay bills, Cindy seconded. Motion passed.
- IV. Library Director's Report – Approval of fine fund expenditures – Circulation is way down. Christinna said they are getting a fair amount of reference questions. (Nov. and Dec. only) Virtual programming has been popular. Time-out for adults Yoga with Lisa. Christinna Grade 1 certification of libraries. We will get a WIFI extension. Reynolds came and gave an estimate to Lakeshores. Potosi National History Day is coming up- Kristin and Christinna will be judges.
DPI is hosting the compassion resilience training for library staff. How to bounce back from a pandemic. Training is remote. [Josh McLimans](#) makes a motion to approve fine fund expenditures. Luann 2nd the motion. Motion carries.
- V. Public Presentation and Communications- Luann thanked us for the picture frame. The Zabels donated \$250 and lots of candy donations from other sources to the library. Kristin and Christinna said thank you for the gifts of local treats from the library board
- VI. Old Business
 - A. Reopening Update- Christinna said she would like to begin limited browsing again. Mayor-Varnam has received calls from the public that

they want the library to be open. Fennimore is open for browsing, and computers according to Mayor Varnam. Students from HS are requesting access to the library. Christinna suggested covering keyboards. 30 minute intervals would be better than 15 minutes. [Cindy Busch](#) wondered about having browsing and computer use simultaneously. [Josh McLimans](#) recommended continued use of hand sanitizer and masks. We were never at the limit of people when we had browsing open before. If it begins to push the limit of capacity, then revisit this issue. Browsing and computer can be extended to 30 minutes. Dan G and others agree that 30 minutes for browsing AND computer usage will be better. Christinna said Monday 1-18 the library will open with browsing and computer. [Cindy Busch](#) asked Christinna to contact Jeff Kindrai and get his opinion about time frames for usage of computers. [Luann Droessler](#) made a motion to open the library and continue curbside pickup. Josh 2nd the motion. Motion passes. [Cindy Busch](#) was wondering about the concerts in the open outside. Dan and [Luann Droessler](#) both said that they would agree with safety measures in place that the concerts would be a possibility.

- B. Hot Spot Update- information Keith Oyen said that the service is \$35/month. So Christinna didn't want to add the cost on now.

VII. New Business

- A. Fine-free- discussion Christinna wanted to mention that libraries are going fine free. Platteville, Cuba City, Dubuque, Argyle both are fine free. [Luann Droessler](#) said that she could talk to Judy to see how many people don't come in because of fines. We agree more discussion is necessary. Dan had to go early.
- B. Seed Library- information Christinna connected with GC Master Gardeners. They are willing to collaborate with us to give us information. Mt. Horeb had some issues when they had a seed library. Seed Savers said they would send some free seed when they can get around to it. Jan said to remember, "I sell seeds at Gassers." Many are excited and willing to help out with this.

VIII. Trustee Comments- Are the items purchased that were donated for the children's department from the gift donation. The man that was "camped" out by the library. The police came and told him to move along. Maybe the library will be open soon.

IX. Adjourn [Cindy Busch](#) makes a motion to adjourn the meeting @ 5:55.

Next meeting: February 10, 2021 at 5:00 PM

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

Join Zoom Meeting

<https://zoom.us/j/94585023714?pwd=UjVCOU9vSkpqVC85czRnUG5MS3UxQT09>

Meeting ID: 945 8502 3714

Schreiner Memorial Library
Board of Trustees
Wednesday, February 10, 2021; 5:00 p.m.
Via Zoom, Schreiner Memorial Library
113 West Elm Street, Lancaster, WI

NOTICE AND AGENDA

- I. Call to Order Jan called the meeting to order at 5:00pm Jan, Cindy, Josh, Carrie, Luann, Ashleigh, and Christinna present Dan G. absent
- II. Secretary's Report – Minutes of January 13 meeting- [Luann Droessler](#) makes a motion to approve, Josh seconded motion passed unanimously
- III. Treasurer's Report –Last month's list of bills – New WISCAT license, warranty for Karin's Scanpro \$495=good for 5 years [Carrie Post](#) made a motion to approve tr, Cindy seconded, motion passed
- IV. Library Director's Report – Approval of fine fund expenditures – Opened up on the 19th for limited use. Christinna said our virtual reports have had 15,580 participants since shut down!!! National History Day judges, Christinna attended several events. [Katherine Bernhardt](#) has been covering shifts for people at the library. Feb. meeting for directors for Christinna. Library staff is in the next phase for the vaccination. Seed Savers donation came through. Fine fund -Children's furniture has all arrived. Josh Mclimans made a motion to approve the fine fund expenditures, Cindy seconded, motion passed
- V. Public Presentation and Communications- email that Christinna received from community members that they would like to see the library reopened.
- VI. Old Business
 - A. Reopening Update- information Is 30 minutes safe for people on the computers. Browsing for 30 minutes would be nice. [Cindy Busch](#) suggested that we could check with the health department and make sure that 30 minutes is a safe amount of time. Would more hours be a possibility? Christinna feels opening up for 30-minute browsing would be a good start. The staff is wary about opening for longer times and for 30 minutes of browsing. The health department has actually advocated for longer periods of time to help decrease the number of patrons throughout the day. [Luann Droessler](#) said that it's likely to be 2 months before vaccine doses are issued. Christinna will discuss with staff having 15-30 minute browsing and extending hours. At some point, we'll extend hours.
- VII. New Business

A. Annual Report - Need to include the time that we were closed and time that only staff was in the building. We spent more on electronics this time. Our statement about our library system effectiveness. SWLS has been outstanding and has provided consistent delivery personnel. One "gruff" driver doesn't have this route anymore. [Carrie Post](#) makes a motion to approve the annual report, [Cindy Busch](#) seconded motion approved

VIII. Trustee Comments -Hygge at Home begins tonight. Bob Ross painting event on 24th at 4:30 sounds fun. It's for teens. Many amazing virtual events are upcoming. All the bands are hired for the summer concert series.

IX. Adjourn Cindy made a motion to adjourn the meeting [Josh McLimans](#) 2nd motion

Next meeting: March 10, 2021 at 5:00 PM

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

Join Zoom Meeting

<https://zoom.us/j/97986485421?pwd=Ukk1aVFwYm53NURaa3lPdjUvWWhwdz09>

Meeting ID: 979 8648 5421

Passcode: library

Schreiner Memorial Library
Board of Trustees
Wednesday, March 10, 2021; 5:00 p.m.
Via Zoom, Schreiner Memorial Library
113 West Elm Street, Lancaster, WI

MEETING MINUTES

- I. Dan called the meeting to order at 5:00 with the following board members present: Dan, Jan, Christinna, Cindy and Ashleigh. Library Staff: Christinna, Kristin, Scott, Kerin, and Tara Absent: Josh, and Luann
- II. Secretary's Report: Jan made the motion to approve the February 10, 2021 meeting minutes. Cindy 2nd. Motion passes.
- III. Treasurer's Report -Last month's list of bills were reviewed - There was a question on window washing by Clear Reflections. Christinna will contact them to discuss only washing two times per year but will also check on who washed windows in the past. Cindy makes a motion to approve the treasurer's report. Jan 2nd motion. Motion passes.
- IV. Library Director's Report - Approval of fine fund expenditures - annual report done, Bob Ross painting party was successful, outdoor WiFi updated. Vicki Thole gave her formal resignation as the Librarian Assistant II. Jenna Mumm was hired. The City clerk recommended that we keep Jenna at the same pay rate as Vicki. Cindy will send a thank you note from the board to Vicki. Four elementary education students from UW-Platteville are helping Kristin with children's programming through the end of the semester. A summer intern, paid by Scenic Rivers, will help with the summer library program. Christinna is starting a book club this month. Carrie made a motion to approve the fine fund expenditures. Cindy 2nd the motion. Motion passes.
- V. Public Presentation and Communications - The library was featured in an article on the front page of the Grant County Herald Independent newspaper.
- VI. Old Business
 - A. Programming Update - There is still great interest in virtual programming! Kerin held a genealogy Zoom program through the Platteville Library, book club upcoming, Hygge at Home series wrapping up.
 - B. Computer Use Update -Only one or two people per day for computer use. Still critical tax prep usage.
 - C. COVID Restrictions/Hours - The staff still doesn't feel comfortable opening the library fully and shared their concerns. Getting the staff vaccinated will make a difference. A discussion was held after receiving a

complaint that 15 minutes wasn't enough time to browse and get the books they needed. City hall is still not open. The discussion will continue next month with the possibility of more open hours.

VII. New Business

Volunteer Policy development – This will be evaluated at a future meeting.

VIII. Trustee Comments- Discussion was held regarding the city's use of the performance plaza for Blues and Brews on Saturday, June 19. Tara Fortney will reserve it on the library calendar.

IX. Jan made a motion to adjourn the meeting at 5:37 PM

Next meeting: April 14, 2021 at 5:00 PM

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

Join Zoom Meeting

<https://zoom.us/j/94427234184?pwd=aUJzdU9LUXFNNkw1ZlJlUzVra3ltdz09>

Meeting ID: 944 2723 4184

Passcode: library

Schreiner Memorial Library
Board of Trustees
Wednesday, April 14, 2021; 5:00 p.m.
Schreiner Memorial Library
113 West Elm St.
Lancaster, WI 53813

Meeting Minutes

- I. The meeting was called to order by Dan at 5:00. Board members present Cindy Busch, Josh McLimans, Carrie Post, Luann Droessler, Jan Schmidt, Dan Glass, and Ashleigh Hampton. Library staff present, Christinna Swearingen. Scott Martin joined us later to present our billing options from Clear Reflections for window cleaning.
- II. Secretary's Report- Jan made a motion to approve the minutes. Ashleigh 2nd the motion. Motion carried.
- III. Treasurer's Report –Last month's list of bills was missing several numbers because Christinna got the register yesterday, so Christinna informed us of the missing numbers orally. [Cindy Busch](#) made a motion to accept the treasurer report, Jan 2nd motion. Motion approved unanimously.
- IV. Library Director's Report –
 - i. Christinna is pleased with the programming. Potosi is “piggybacking” off of the programming that Schreiner Memorial Library is offering instead of having separate programs. The summer program promo is underway. WGLR radio station interviewed Christinna about programming, which was shared with the community via radio. Cindy said that she thought the radio interview was something that would be good to continue in the future.
 - ii. Christinna attended the City Council meeting and answered questions about reopening presented to her by the council and community members. Half of the attendees to the city council meeting were in person, half were virtual.
 - iii. The fencing has been cleaned with a substance that caused no harm to plants. It looks beautiful.
 - iv. We will be participating in the city-wide (garage?) sale because of all the books we need to sell.
 - v. Cindy asked Christinna what the community involvement activities are that the library is pursuing. Christinna mentioned that The Girl Scouts will likely help to organize the seeds for the seed library and community viewing of outside movies both in Lancaster and Potosi are in the works as community projects. Judy will collaborate with Christinna about the movie showings in Potosi. Carrie made a motion to approve the fine fund

expenditures. [Josh McLimans](#) 2nd the motion. Motion approved unanimously.

V. Public Presentation and Communications

- i. Clear Reflection vendor presentation - Scott Martin from the Clear Reflection vendor presented. He mentioned that we have a 3.8 million dollar building. He compared our library to Platteville library and mentioned how much glass we have to clean. He quoted \$3100 yearly for all glass one time. Two times a year \$2700. Every month exterior plus 4x yearly inside \$6600 would be the yearly cost which would save \$1100. His quote as it stands now includes his price at \$1250 with a monthly plan. He said it took 25 hours of manpower to clean everything. Scott would like to know our decision so that we pay him for his time thus far and he can put us in his rotation for monthly cleaning visits to keep the windows from becoming too filthy to be properly cleaned with the amount of time and price that he has quoted to Christinna. The current janitor/cleaner for the library has foot neuropathy and does not clean windows as part of the cleaning. Dan and Cindy recommended that Christinna continue to look into price comparisons from local window cleaning companies. Dan would like to see the original bid with the quarterly cleaning prices as well as other possible options for prices and cleaning times.
- ii. Betty Lesser wrote a note to commend Kerin for providing prompt answers to questions about her genealogy research.
- iii. Luann has noticed a parking problem at the Potosi library especially during the heavy snowfall times. Luann would like to request one spot to be reserved for library patrons only during library hours of operation. She also mentioned that the parking lot is not adequately shoveled to make it safe for walking to and from the library entrance. Luann would like the library board and Christinna to present the idea of a single parking space to the Potosi City Council.

VI. Old Business

- i. COVID-19 Restrictions/Hours - Christinna is having a staff meeting on April 15th. She emailed all area directors to find a consistent library opening schedule and guidelines which they are following. Most other libraries on the list which are close to our size are open fully or almost fully. Christinna is worried that the staff is going to resist coming back to work with their regular hours. [Josh McLimans](#) is worried that our budget will be cut and that may lead to positions being cut. Dan mentioned that we lost a board member because we kept paying staff during the COVID-19 shutdown. [Cindy Busch](#) mentioned that people don't understand what is going on behind the scenes with many of the virtual programming opportunities and how much work our staff members are putting into this planning.

- ii. Reopening discussion:
We'd like to open with full regular hours, unlimited browsing, and no limit to the number of patrons. We will roll out the reopening and keep the mask mandate in place. Computer use will remain 1hr. One person to study room at a time and they may remove their mask. [Josh McLimans](#) made a motion to reopen with the following guidelines in place by May 3rd.

Phase 2

Open hours--9 am-8 pm Mon-Thursday and 9 am-5pm on Fridays, Saturday hours added 9 am-1 pm

Masks still in use

Shields stay in place at circulation desks

Unlimited browsing times

Computer use at one hour and no more--computers will be covered with plastic and sanitized after

Items in quarantine for 48 hours

Social distancing and sanitizing enforced

Children 13 and under in the library must be with an adult

Open one study room by appointment only. Only one person in a study room at a time. Do not need to wear masks while in the study room. No assistance from staff at this time. At least one hour between study room appointments to allow staff time to sanitize/clean.

Monitor the number of patrons for the first few weeks to determine if there should be a concern with numbers

Continue to offer curbside service

Effective as of May 3rd

Potosi's hours T, W, Th, and Sat.

13 and under must be with an adult

5 people in the library at a time

Effective as of May 3rd

Carrie 2nd motion. The motion carries with a unanimous vote. Carrie made a motion to approve the reopening of Potosi with all listed restrictions in place. Cindy seconded the motion. The motion is approved with another unanimous vote.

*Jan had to leave the meeting at this time.-6:21 pm

VII. New Business

- i. [Josh McLimans](#) and [Cindy Busch](#) noted that this will be their final Library Board meeting. Mayor Varnam called Cindy on Tuesday, April 13th, and in a brief conversation told Cindy that she would not be reappointed to the library board. He said it was time for some, "new blood" on the board. He did not reveal the names of potential new members to her at that time. Upon hearing that Cindy would not be reappointed, [Josh McLimans](#) emailed Mayor Varnam to inform him that he would not be seeking reappointment to the library board.

- ii. Cindy made a motion to move to a closed session, [Luann Droessler](#) 2nd motion for a closed session.
- iii. Motion to move to an open session was made by Dan. at 6:34 pm. Carrie 2nd the motion. All were in favor of the meeting moving to an open session.

VIII. Trustee Comments

- i. [Cindy Busch](#) read a prepared statement from the heart about how proud and amazed she was to be such an integral part of the Schreiner Memorial Library. She commended the staff and their efforts for continuing to offer incredible programming during the shutdown due to COVID-19. She also mentioned [Josh McLimans](#) and his efforts to make the library great. She created Summer Nights at the Plaza, and participated in a myriad of programs that enhanced the community such as the Soup Luncheon fundraisers.
- ii. [Josh McLimans](#) read a statement to the board stating that he told the Mayor that he too will not be seeking another term since Cindy has been asked to relinquish her board position. He hopes for clearer communication between the library board members, mayor, and director in the future.
- iii. All the board members thanked Josh and Cindy for their commitment to the workings of the library, community, and board duties.

- IX. [Cindy Busch](#) made a motion to adjourn the meeting at 6:58. Carrie 2nd the motion. All were in favor of adjourning.

Next meeting: May 12, 2021, at 5:00 PM

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

Schreiner Memorial Library
Board of Trustees
Wednesday, May 12, 2021; 5:00 p.m.
Schreiner Memorial Library
113 West Elm Street, Lancaster, WI

NOTICE AND AGENDA

- I. Meeting called to order by Dan Glass at 5:01pm Board members present: Dan Glass, Jan Schmidt, Ashleigh Hampton, [Cindy Busch](#), [Luann Droessler](#), Carrie Post, and library director, Christinna Swearington. Excused: Josh McLimans Public present- Matt Pennekamp a City Council member.
- II. Secretary's Report - Jan made a motion to approve the minutes, Luann 2nd Motion passes unanimously.
- III. Treasurer's Report - Trustees would like to have the previous years expenses for bills for the sake of comparison. Dan G makes a motion to approve the treasurer's report. Cindy 2nd motion. Motion approved unanimously.
- IV. Library Director's Report - no fine fund expenditures this month Christinna wrote a grant for an intern to work with the teen advisory board. Everyone is back to regular hours of work on staff. Remaining books will go to Argyle library or Chicago to the Thrift Books consignment.
- V. Public Presentation and Communications-none
- VI. Old Business
 - A. Clear Reflections quote- We will seek other bids for next year. Dan made a motion to pay Clear Reflections biannually for \$2750 Luann 2nd, motion passes unanimously.
Motion made to get a quote from Ingersoll and one other window washer company for next year. Dan made a motion to seek 2 or more bids for next year, Carrie 2nd motion. Motion passes unanimously.
 - B. Open Meetings- Meetings need to be posted 24 hours prior to the meeting. Board members should request topics to be discussed and added to the agenda so as not to violate the laws of the meeting. Give the 1st initial send out one week before the meeting, board members can request final changes by Friday. Final agenda ready by Monday of the week of the meeting. No group meetings as emails. Minutes should be out to the whole group no later than 3 days before the meeting. Discussion was held.
 - C. Reopening Update- Stick to mask mandate. Business has been a bit slow. Staff is unhappy with returning. Revisit the issue of community room use in June.

VII. New Business

- A. Fence estimate for waterproofing sealer on the fence. We'd like to use a local paint provider. Dan makes a motion to approve the bid from Bay's pending local acquisition of sealer and any price increase that would incur because of a local purchase. [Carrie Post](#) 2nd the motion. Motion approved unanimously. Jan is excused from the meeting at 6:04pm.
- B. Gutter estimate Carey's bid for \$674.42 [Cindy Busch](#) makes a motion to approve the estimate, and [Luann Droessler](#) 2nd the motion. Motion passed unanimously.
Discussion held about hiring locally for jobs.

VIII. Trustee Comments- What is the library board's role in the debt of the library?
Discussion ensues.

Discussion about Potosi parking spot for library patrons only at certain times on open days.

[Cindy Busch](#) shared the posters for Summer Nights at the Plaza concerts.

IX. Adjourn-Dan makes a motion to adjourn the meeting at 6:18. Carrie 2nd the motion. Motion approved unanimously.

Next meeting: June 09, 2021 at 5:00 PM

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

Schreiner Memorial Library
Board of Trustees
Wednesday, June 9, 2021
Schreiner Memorial Library
113 West Elm Street, Lancaster, WI 53813

Meeting Minutes

- I. The meeting was called to order by President, Dan Glass at 5:00 p.m. Board members present were Dan Glass, Jan Schmidt, Ashleigh Hampton, Cindy Busch, Luann Droessler, Josh McLimans and library director, Christinna Swearingen. Excused: Carrie Post
Public present: Cari Schaffer and Public Works Director, John Hauth

President Glass requested that we move the Fence Estimate agenda item, that was listed under Old Business, to the beginning of our meeting, to allow John Hauth to speak right away. Mr. Hauth answered board member questions that they had about how he selects businesses/contractors to do work on the library.

- II. Secretary's Report: Several corrections were suggested. Dan made the motion to correct the heading, to reword the second sentence in Section VI-B and correct the spelling of 'patrons' in Section VIII. Jan seconded the motion. The motion passed unanimously. Cindy made the motion to remove the sentence that states, "Staff is unhappy with returning." Josh seconded the motion. Following a discussion the motion passed and the minutes were approved as amended.
- III. Treasurer's Report: Christinna stated that the bill to pay Scott Busch for the fence cleaning was paid last month and should not be on this report. Jan made the motion to approve the treasurer's report without that bill. Josh seconded the motion. Motion passes unanimously.
- IV. Library Director's Report
Christinna highlighted several library events:
- i. The book sale made \$453 with the help of 25 volunteers.
 - ii. The post outlets in Ryland Park were installed and are ready for events.
 - iii. The UW-P intern started on June 7
 - iv. Summer Library Programming for children has a great lineup and started on June 8 with a huge turnout.
 - v. 4 new computers and 2 laptops will be purchased according to the technology replacement plan.
- Christinna corrected the ending Fine Fund Balance to \$12,584.52.
Dan made the motion to approve the Fine Fund Expenditures. Jan seconded the motion. The motion passed unanimously.
- V. Christinna shared a positive note from the family of a past library patron.

VI. Old Business:

A. Reopening Update:

1. The guidelines created for the library during Covid-19 stated that children 13 and under must be accompanied by an adult in the library. Following a discussion, Dan made the motion to go back to the pre-Covid rules where children under the age of 7 need to be accompanied by an adult. Jan seconded the motion. The motion carried unanimously. Masks will continue to be encouraged for those that are not vaccinated, including children.
2. Christinna shared that she has received multiple requests for the use of the community rooms. Following a discussion, Dan made the motion to re-open the community rooms, making sure that the groups follow the rules in the current policy and abide by the use agreement contract. Ashleigh seconded the motion. The motion passed unanimously. Cleaning the space when finished will be encouraged and the needed supplies will be furnished.

VII. New Business

- A. Job Description: Christinna shared an updated job description for the Library Assistant II – Children’s Programming Coordinator, to include adult programming, as well as for children and teens. Dan made the motion to approve the Library Assistant II: Programming Coordinator job description. Cindy seconded the motion. The motion passed unanimously.
- B. Joint Meeting Summary: the board discussed ideas for moving forward following the summary we received from the meeting with the Lancaster City Council, the Lancaster Library Board and the Lancaster Library Foundation.

VIII. Trustee Comments:

Josh reminded the board that June is the library board’s annual meeting and that the president will look at committee appointments.

- IX. Adjourn: Jan made the motion to adjourn and Luann seconded it. The motion passed. The meeting ended at 6:30 p.m.

Meeting minutes submitted by acting secretary, Cindy Busch.

Schreiner Memorial Library
Board of Trustees
Wednesday, July 14, 2021; 5:00 p.m.
Community Room, Schreiner Memorial Library
113 West Elm Street, Lancaster, WI

Meeting Minutes

I. Dan Glass called the meeting to order @ 5:00 pm - Board members present Cindy Busch, Carrie Post, Ashleigh Hampton, Dan Glass, Jan Schmidt, Luann Droessler, Josh Mclimans, and library director Christinna Swearington.

Dan would like to suspend the order of the agenda to elect officers and appoint library committee members.

Dan Glass was nominated for reappointment as president by Josh McLimans , Luann Droessler seconded; Jan Schmidt was nominated for reappointment as Vice President by Josh McLimans, seconded by Cindy Busch, Carrie Post was nominated by Luann Droessler for reappointment as secretary, Ashleigh seconded the motion. Carrie Post nominated Josh McLimans for treasurer, Cindy seconded. Motions all carried unanimously.

The Library Foundation made a change to their bylaws. Only two members are now required from the Schreiner Memorial Library Board to be on the Foundation Committee. Cindy and Josh McLimans are nominated by Dan G. to remain on the Foundation, Jan seconded, the motion passed unanimously. Budget committee nominees -Josh, Luann Droessler and Jan Schmidt will be on the budget committee. Cindy, Ashleigh, and Carrie will be on the Plaza committee.

Dan returned to the regular order of the agenda.

II. Public Presentation and Communications - The library received a call to thank Kerin for helping a man to track down and reunite him with an old army buddy. A donation of \$250 was made in memory of Douglas Bark. Christinna put the donated money into the fine fund.

III. Secretary's Report - Minutes of June 9 meeting -Motion to change the note in Trustee Comments that "June is the library's annual meeting" to July by Josh, Cindy seconded- Motion carried unanimously.

IV. Treasurer's Report - Fence sealing is complete. Jan made a motion to approve the treasurer's report, Cindy seconded; the motion carried unanimously.

V. Library Director's Report - Christinna said that our intern has been amazing. Scenic Rivers has a point person who comes to check in here at the library for the intern. Christinna has been touring other local libraries to get ideas and network with them. Platteville has done an evaluation of their hours, and Christinna would like to do that for our library as well. Ashleigh made a motion for approval of fine fund expenditures, Carrie seconded; the motion passed unanimously.

VI. Old Business

A. Reopening Update - Staff would like to know if we will be removing the partitions and opening the children's activities and other materials. Board discussed that all restrictions had been lifted last meeting, and therefore all normal activities are able to be resumed.

VII. New Business

A. Library Building debt -no discussion

B. Request for alcohol at events held in the Community room -
Celebration of life ceremony and baby shower- Carrie Post made a

motion to approve, Luann Droessler seconded motion. Motion approved unanimously.

VIII. Trustee Comments -none

IX. Adjourn Cindy Busch made a motion to adjourn the meeting, Luann Droessler seconded the motion. Motion passes unanimously.

Next meeting: September 8, 2021 at 5:00 PM

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

Schreiner Memorial Library
Board of Trustees
Wednesday, September 8, 2021; 5:00 p.m.
Community Room, Schreiner Memorial Library
113 West Elm Street, Lancaster, WI

Meeting Minutes

- I. Dan called the meeting to order at 5:00 pm. Board members present- Dan Glass, Christinna Swearington (director) Ashleigh Hampton, Cindy Busch, Carrie Post, and Josh McLimans. Absent- Jan Schmidt, & Luann Droessler
- II. Public Presentation and Communications- None
- III. Secretary's Report – Minutes of July 14 meeting - Cindy mentioned one letter in the word “band” be removed to say, “and”. Carrie made a motion to approve minutes, Ashleigh seconded, the motion passed unanimously.
- IV. Treasurer's Report – Last month's list of bills – Cindy made a motion to approve the minutes with corrections to one previously paid bill. Ashleigh seconded the motion. Motion passed unanimously.
- V. Library Director's Report – Board would like to see a comparison of e-book checkouts over the past few years. Discussion ensued about condenser fan unit and roof repairs that are needed prior to winter. Cindy made a motion to approve the fine fund expenditures. Dan 2nd the motion. Motion passed unanimously.
- VI. Old Business
 - A. Pandemic Update – discussion ensued. No changes to procedures were stated.
- VII. New Business
 - A. Dan adjourned to a closed session @ 5:16pm. Return to open session 6:02pm
 - B. Budget Request to City – Discussion ensued. Josh made a motion to request \$261,000 from the city for the 2022 Schreiner Memorial Library budget. Cindy seconded the motion. The motion was approved unanimously. Potosi budget discussion ensues. Motion was made by Carrie to request \$24,500 for the Potosi Branch Library budget. Cindy seconded the motion. Motion passed unanimously.
 - C. Request for alcohol at an event -Carrie made a motion to approve the request for Book Club to bring in their own drinks. Josh seconded the motion. Motion passed unanimously.

VIII. Trustee Comments-Discussion about providing performance review copies for director.

IX. Adjourn Motion to adjourn by Josh made at 6:12pm. Motion seconded by Cindy. Motion passed unanimously.

Next meeting: October 13, 2021, at 5:00 PM

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