

Schreiner Memorial Library
Board of Trustees
Wednesday, January 12, 2022; 5:00 p.m.
Community Room, Schreiner Memorial Library
113 West Elm Street, Lancaster, WI
(608)723-7304

NOTICE AND AGENDA

- I. Call to Order
- II. Public Presentation and Communications
- III. Secretary's Report - Minutes of December 8th meeting - action
- IV. Treasurer's Report - Last month's list of bills - action
- V. Library Director's Report - Approval of fine fund expenditures - action
- VI. Old Business
 - A. Library Director job description - discussion, possible action
 - B. Hiring Committee - discussion, possible action
- VII. New Business
 - A. Agreement for Janitorial services - action
 - B. COVID response - discussion, possible action
 - C. Potosi invoice - action
 - D. Trustee Essentials - Chapter 1 - information
 - E. Window washing - discussion, possible action
 - F. Notice of 2022 meeting schedule - information
- VIII. Trustee Comments
- IX. Adjourn

Next meeting: February 9, 2022 at 5:00 PM

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

Schreiner Memorial Library
Board of Trustees
Wednesday, February 9, 2022; 5:00 p.m.
Schreiner Memorial Library
113 West Elm Street, Lancaster, WI

NOTICE AND AGENDA

- I. Call to Order
- II. Secretary's Report - Minutes of January 12 meeting- action
- III. Treasurer's Report -Last month's list of bills - action
- IV. Library Director's Report - Approval of fine fund expenditures - action
- V. Public Presentation and Communications
- VI. Old Business
 - A. COVID response - information
 - B. Hiring committee update- information
 - C. Window cleaning bids - information
- VII. New Business
 - A. Annual report to the state - action
 - B. Bulletin Board Policy review - action
 - C. Confidentiality Policy review - action
 - D. Trustee essentials, Chapter 2 - discussion
- VIII. Trustee Comments
- IX. Adjourn

Next meeting: March 9, 2022 at 5:00 PM

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

Schreiner Memorial Library
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Wednesday, March 10, 2022; 5:00 p.m.
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NOTICE AND AGENDA

- I. Call to Order
- II. Secretary's Report – Minutes of February 9 meeting- action
- III. Treasurer's Report –Last month's list of bills – action
- IV. Library Director's Report – Approval of fine fund expenditures – action
- V. Public Presentation and Communications
- VI. Old Business
 - A. Window cleaning - update
- VII. New Business
 - A. Fine Fund Audit (Josh) – action possible
 - B. Author visit sale of books permissions - action
 - C. Discard and disposal policy - action
 - D. Gift policy - action
 - E. Trustee Essentials Review Chapter 3 – information
- VIII. Trustee Comments
- IX. Adjourn

Next meeting: April 13, 2022 at 5:00 PM

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