

Schreiner Memorial Library
Board of Trustees
Wednesday, January 12, 2021; 5:00 p.m.
Community Room, Schreiner Memorial Library
113 West Elm Street, Lancaster, WI
(608)723-7304

Meeting Minutes

I. Meeting was called to order at 5:07pm by Jan Schmidt . Board members present: Cindy Busch, Josh McLimans, Jan Schmidt, Ashleigh Hampton, Dan Glass, Luann Droessler (via phone), and acting director Tara Fortney. Members absent: Carrie Post.

II. Public Presentation and Communications -None.

III. Secretary's Report – Minutes of December 8th meeting - Cindy made motion to approve the minutes from December 8, 2021. Josh seconded the motion.

IV. Treasurer's Report – Last month's list of bills – Treasurer's report reviewed. No discussion. Luann made a motion to approve the treasurer's report. Cindy seconded the motion.

V. Library Director's Report – Approval of fine fund expenditures –Library Director's report presented. Potosi Branch remains closed due to personnel illness. Details discussed below in VII New Business, B. COVID Response.

Clear Reflections bill paid as board approved in fall of 2021. Board requested regular window cleaning plan be placed on the agenda for spring.

Josh makes a motion to approve December find fund expenditures. Dan seconded.

VI. Old Business

A. Library Director job description – Description discussed. Jan makes a motion to approve the Director job description. Josh seconds the motion.

B. Hiring Committee – Tara offered a sample and reminded the Hiring Committee that the meeting notice must be made public.

VII. New Business

A. Agreement for Janitorial services - Agreement presented. Washing windows and changing light bulbs were removed from the agreement. Josh makes a motion to approve the Agreement for Janitorial services. Cindy makes a second.

B. COVID response –Potosi Branch remains closed due to personnel illness. Tara and the Lancaster staff are discussing potential action to staff. Potential solutions: curbside, limited hours, computer use restriction. Tentative plan: Wednesday or

Thursday curbside during normal operational hours. Will re-evaluate as implemented and personnel health updates are available.

C. Potosi invoice - Invoice presented. Decision to invoice Potosi in April 2022.

D. Trustee Essentials - Chapter 1 - information

No board questions. Tara will lead review of board policies each month.

E. Window washing - Plan to acquire bids of various scheduling lengths and subjects. Tara to acquire and present to the board.

F. Notice of 2022 meeting schedule - information

Schedule presented. The November date changed to November 9, 2022.

VIII. Trustee Comments

Interviewing for Library Assistant I begins the week of January 17th, 2022.

IX. Adjourn -Motion made to adjourn by Jan, seconded by Josh at 5:43pm.

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

Meeting minutes submitted by acting secretary Ashleigh Hampton .

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

Meeting Minutes

- I. Call to Order Josh called the meeting to order at 5:08pm. Board members present were Ashleigh Hampton , Carrie Post , Cindy Busch , Josh McLimans Interim director Tara Fortney. Board members absent: Jan Schmidt, Luann Droessler , and Dan Glass.
- II. Secretary's Report - Cindy made a motion to approve the minutes from January 12 . Ashleigh seconded the motion. Motion passed unanimously.
- III. Treasurer's Report -Last month's list of bills- Carrie made a motion to approve the treasurer's report. Ashleigh seconded the motion. Motion passed unanimously.
- IV. Library Director's Report -Josh mentioned Potosi local celebrity Dan Durley created a Facebook episode highlighting the Potosi library. Luann had also mentioned the Facebook episode and thought it was nicely done and highlighted the space and programming at the Potosi branch nicely. Tara shared the report in the board packet. Short discussion was held. Carrie made a motion for approval of fine fund expenditures. Cindy seconded the motion. Motion passed unanimously.
- V. Public Presentation and Communications- A thank-you letter was received from LaCrosse Tribune for Kerin's efforts to help research an historical project.
- VI. Old Business
 - A. COVID response - Discussion ensued. Tara updated the board on early closings due to low staff numbers.
 - B. Hiring committee update-Discussion held. David Kranz from SWLS and Tara have posted the position on a variety of sites to find a possible candidate.
 - C. Window cleaning bids - Ingersoll bids have not been received yet. Bids will hopefully be ready before our March meeting.
- VII. New Business
 - A. Annual report to the state Cindy made a motion to approve the annual report. Ashleigh seconded the motion. Motion passed unanimously.
 - B. Bulletin Board Policy review-Tara briefly discussed the policy which was included in the board packet. Carrie made a motion to approve the library's bulletin board policy. Josh seconded the motion. The motion passed unanimously.

- C. Confidentiality Policy review- Board members briefly mentioned that the policy should be highlighted with new staff. Tara said staff have copies of policies and are to read through and review when time allows at the library. Cindy made a motion to approve the confidentiality policy. Carrie 2nd the motion. Motion passed unanimously.
 - D. Trustee essentials, Chapter 2 - Discussion held
- VIII. Trustee Comments- Josh asked for fine fund audit folder to be passed along to him as treasurer. Summer nights on the Plaza coming together. The Library Foundation had a successful envelop drive. They will be working with the Lancaster Community Fund to help create a matching grant to help fund the library's needs. Tara will recommend ways to piggyback off of the library's programming to the Foundation that would allow for co-fundraising. Emmanuel Acho is an activist who may be a potential resource for video/book study with staff and board to open conversations about race/diversity understanding. Luann asked to add that the video posted on Facebook by Dan Durley be mentioned for other board members to view in trustee comments. (See IV: Library Director's Report)
- IX. Adjourn Cindy made a motion to adjourn the meeting at 6:54 pm. Carrie 2nd the motion. Motion passed unanimously.

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