

Schreiner Memorial Library
Board of Trustees
Wednesday, January 12, 2023; 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
Board of Trustees
Wednesday, March 10, 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 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

Schreiner Memorial Library
Board of Trustees
Wednesday, April 13, 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 March 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. Committee Report
 - A. Plaza Committee
 - B. Hiring Committee
- VI. Public Presentation and Communications
- VII. Old Business
 - A. Window cleaning – discussion, action possible
 - B. Fine Fund Audit - action possible
- VIII. New Business
 - A. Job Posting – action possible
 - B. Paid internship – action possible
 - C. Performance Plaza and Community Room policy - action
 - D. Trustee Essentials Review Chapter 4 – information
- IX. Trustee Comments
- X. Adjourn

Next meeting: May 11, 2022 at 5:00 PM

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

Schreiner Memorial Library
Board of Trustees
Wednesday, May 11, 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 April 13 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. Committee Report
 - A. Plaza Committee
 - B. Hiring Committee
- VI. Public Presentation and Communications
- VII. Old Business
 - A. Job posting - discussion
- VIII. New Business
 - A. Adjourn to closed session pursuant to Wisconsin State Statute 19.85 (1)(c) for the purpose of considering employment, promotion, compensation, or performance date of a public employee over which the governmental body has jurisdiction or exercises responsibility in regards to the interim director. The committee to reconvene.
 - B. Reconvene to open session - action
 - C. Alcohol request - action
 - D. Lancaster Library Board Bylaws - discussion
- IX. Trustee Comments
- X. Adjourn

Next meeting: May 11, 2022 at 5:00 PM

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

Schreiner Memorial Library
Board of Trustees
Wednesday, June 8, 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 May 11th 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. Committee Report
 - A. Plaza Committee
 - B. Hiring Committee
- VI. Public Presentation and Communications
- VII. Old Business
 - A. Lancaster Library Board Bylaws – discussion, possible action
- VIII. New Business
 - A. Budget Committee Meeting Date - discussion
 - B. Summer Library Program - information
 - C. Trustee Essentials Review – Chapter 5 - information
- IX. Trustee Comments
- X. Adjourn

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

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

Schreiner Memorial Library
Board of Trustees
Wednesday, July 13, 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 June 8th 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. Committee Report
 - A. Plaza Committee
 - B. Hiring Committee
- VI. Public Presentation and Communications
- VII. Old Business
 - A. Lancaster Library Board Bylaws – discussion
 - B. Budget Committee Meeting Date - discussion
- VIII. New Business
 - A. Annual Meeting: Election of positions
 - i. President – action
 - ii. Vice President – action
 - iii. Treasurer – action
 - iv. Secretary - action
 - B. Standing Committees
 - i. Members to Foundation – action
 - ii. Members to Performance Plaza Committee- action
 - iii. Members to 2023 Budget Committee - action
 - C. Alcohol request (2) – action
- IX. Trustee Comments
- X. Adjourn

Next meeting: September 14, 2022 at 5:00 PM

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

Schreiner Memorial Library
Board of Trustees
Special Meeting, Tuesday, July 26, 2022; 5:00 p.m.
Schreiner Memorial Library
113 West Elm Street, Lancaster, WI

NOTICE AND AGENDA

I. Call to Order

II. New Business

- a. Adjourn to closed session pursuant to WI state Statute 19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance date of a public employee over which the governmental body has jurisdiction or exercises responsibility in regards to the interim director. The committee to reconvene.
- b. Reconvene to open session - action

III. Adjourn

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

Schreiner Memorial Library
Board of Trustees
Wednesday, August 10, 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 July 13th meeting and July 26th special 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. Committee Report
 - A. Plaza Committee
 - B. Budget Committee - minutes of July 20th - action
 - C. Hiring Committee - minutes of July 15th and 20th - action
- VI. Public Presentation and Communications
- VII. New Business
 - A. Adjourn to closed session pursuant to WI state Statute 19.85(1)(g) for the purpose of conferring with legal counsel who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The committee to reconvene.
 - B. Reconvene to open session
 - C. Consideration and possible action regarding settlement agreement and general release with Christinna Swearingen - action
 - D. Budget Request to City - discussion, action
 - E. Monthly meeting schedule - discussion, possible action
 - F. Plaza Railing Maintenance - discussion, possible action
 - G. Conversion of Hiring Committee - discussion, action
- VIII. Trustee Comments
- IX. Adjourn

Next meeting: September 14, 2022 at 5:00 PM

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

Schreiner Memorial Library
Board of Trustees
Wednesday, September 21, 2022; 4:30 p.m.
Schreiner Memorial Library
113 West Elm Street, Lancaster, WI

NOTICE AND AGENDA

- I. Call to Order
- II. Secretary's Report – Minutes of August 10th 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. Plaza Railing Maintenance – discussion, action
 - B. Lancaster Library Board Bylaws – discussion, possible action
- VII. New Business
 - A. Library fines statistics – information
 - B. Performance Plaza, Community Room, and Study Room Policy Review
 - i. Author having books for sale during Author Talk – upcoming Author Talks in September and October – discussion, possible action
- VIII. Trustee Comments
- IX. Adjourn

Next meeting: October 19, 2022 at 4:30 PM

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

Schreiner Memorial Library
Board of Trustees
Wednesday, October 19, 2022; 4:30 p.m.
Schreiner Memorial Library
113 West Elm Street, Lancaster, WI

NOTICE AND AGENDA

- I. Call to Order
- II. Secretary's Report – Minutes of September 21, 2022 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. Lancaster Library Board Bylaws – discussion, possible action
 - B. Fine free policy and procedure investigation – postponed
 - C. Author Talks on September 29, 2022 and October 19, 2022 and policy review update
- VII. New Business
 - A. Alcohol request--action
 - B. Director review process--discussion
 - C. Holiday hours – discussion, possible action
- VIII. Trustee Comments
- IX. Adjourn

Next meeting: November 16, 2022 at 4:30 PM

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

Schreiner Memorial Library
Board of Trustees
Special Meeting Wednesday, October 26, 2022
4:30 pm
Community Room 2

NOTICE AND AGENDA

- I. Call to Order
- II. Role Call
- III. New Business
 - A. Adjourn to closed session pursuant to WI state Statute 19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance date of a public employee over which the governmental body has jurisdiction or exercises responsibility in regards to directorship position. The committee to reconvene.
 - B. Reconvene to open session-action
 - C. Accept the resignation of Natalie Long-effective immediately-action
 - D. Approve job description of Library Director- action
 - E. Decide salary range to post with position- action
 - F. Post vacant position- action
 - G. Appoint a hiring committee of 3 board members- action possible
- IV. Trustee Comments
- V. Adjourn

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

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

NOTICE AND AGENDA

- I. Call to Order
- II. Roll Call
- III. Secretary's Report – Minutes of October 19, 2022 meeting and October 26, 2022 special 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. Public Presentation and Communications
- VII. Committee Report
 - A. Plaza Committee
 - B. Budget Committee
 - C. Hiring Committee
- VIII. Unfinished Business
 - A. Adjourn to closed session pursuant to WI state Statute 19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance date of a public employee over which the governmental body has jurisdiction or exercises responsibility in regards to directorship position. The committee to reconvene.
 - B. Reconvene to open session – action
 - C. Update to BMO Signature Card-action
 - D. Salary approval for interim work-action
 - E. Salary approval for position to post- discussion, possible action
 - F. Election of hiring committee members-discussion, possible action
 - G. Bylaws approval-discussion, possible action
 - H. Plaza Railing Maintenance – discussion, possible action
 - i. Maintenance Grant-discussion, possible action
- IX. New Business
 - A. Hours Reduction during Interim-action
 - B. Alcohol Request-action
- X. Trustee Comments
- XI. Adjourn

Next meeting: December 14, 2022 at 5:00 PM

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