

Schreiner Memorial Library
Board of Trustees
Wednesday, December 14, 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 November 9, 2022 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. Hours Reduction during Interim - discussion, possible action
 - B. Bylaws approval-discussion, possible action
- IX. New Business
 - A. Consultative Interim Director Presentation & Discussion - discussion
 - B. Convene to close session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session regarding the Interim Human Resources Services (Wisconsin Statutes 19.85 (1) (e). The committee to reconvene.
 - C. Reconvene to open session – action
 - D. Review of MiLS Proposal – discussion, possible action
 - E. Finalization of Interim Library Directorship Plan – discussion, possible action
 - F. After hours programming – discussion, possible action
 - G. Clear Reflections Contract – discussion, possible action
- X. Trustee Comments
- XI. Adjourn

Next meeting: January 11, 2023 at 5:00 PM

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

Meeting Minutes

- I. Call to Order: Ashleigh Hampton called the meeting to order at 5:00pm.
- II. Roll Call- Board member present: Luann Droessler : present, Ashleigh Hampton :present, Cindy Busch :present, Josh McLimans :present, Carrie Post :present, Matt Pennekamp:present, Jan Schmidt:present. & acting interim director Tara Fortney . Members of the community: David Timmerman Grant County Herald Independent
- III. Secretary's Report - Minutes of October 19, 2022, meeting and October 26, 2022, special meeting - Matt made a motion to accept the minutes as is for 19th. Cindy seconded. Motion passed unanimously. Matt made a motion to approve the minutes with a correction of meeting time for the next meeting from Nov. 8th to 9th. Josh seconded the motion. Motion passed unanimously.
- IV. Treasurer's Report -Last month's list of bills - Discussion about window washing. Windows washed 2 times /year. New copy machine was purchased and it had previously been budgeted for. Jan made a motion to approve the treasurer report. Luann Droessler seconded the motion. Motion passed unanimously. Matt made a motion to approve the treasurer report from Potosi. Jan seconded the motion. Motion passed unanimously.
- V. Library Director's Report - Approval of fine fund expenditures - Discussion about more visitors, but less circulation in Lancaster. Cindy Busch made a motion to approve the fine fund expenditures. Luann Droessler seconded the motion. Motion passed unanimously.
- VI. Public Presentation and Communications- Thank you from Grant County Master Gardeners Connie Larson for a meeting room. Certificate of completion from Kerin Colson for Mindfulness and Foundations of Library Service trainings.
- VII. Committee Report
 - A. Plaza Committee- Dates were chosen and bands were hired for summer concerts.
 - B. Budget Committee -nothing to report
 - C. Hiring Committee - nothing to report
- 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 regard to directorship position. The committee to reconvene. Luann Droessler made a motion to adjourn the meeting to a closed session for the above purpose. Carrie Post seconded the motion. Roll call vote for the closed session: Josh McLimans : yes, Carrie Post: yes, Jan Schmidt: yes, Matt Pennekamp: yes, Cindy Busch : yes, Luann Droessler : yes, Ashleigh Hampton : yes.
 - B. Reconvene to open session - Carrie Post made a motion to reconvene to open session. Matt Pennekamp seconded the motion. Roll call vote: Josh McLimans : yes, Carrie Post: yes, Jan Schmidt: yes, Matt Pennekamp: yes, Cindy Busch : yes, Luann Droessler : yes, Ashleigh Hampton : yes.

- C. Update to BMO Signature Card- Fine fund account. Josh, Ashleigh, and Natalie are on the account. Jan made a motion to keep Ashleigh Hampton and Josh McLimans on the account, and remove Natalie Long . Cindy seconded the motion. Motion passed unanimously.
 - D. Salary approval for interim work- At this time, Tara Fortney will take care of daily operations for \$25/hour. Matt made a motion to approve Tara retroactively to Oct. 31st as the interim director. Josh seconded the motion. Motion passed unanimously.
 - E. Salary approval for position to post- postponed
 - F. Election of hiring committee members-postponed
 - G. Bylaws approval- We'd like to approve the bylaws with the change of meeting to second Wed. of the month at 5 pm during our meeting next month.
 - H. Plaza Railing Maintenance -
 - i. Maintenance Grant-update on grant-The Foundation wrote a grant to pay for the plaza railing maintenance. If it is approved, then the library doesn't have to pay for repairs/maintenance. The payment has already been approved and budgeted for even if the grant is not received.
- IX. New Business
- A. Hours Reduction during Interim-New proposed hours during interim: M-Thur. 9-6, F- 9-4, and Sat. 9-1 pm Luann Droessler made a motion to reduce the library operating hours to M-Thur. 9-6, F- 9-4, and Sat. 9-1 pm effective Monday 11-14-22. Carrie seconded the motion. Motion passed unanimously.
 - B. Alcohol Request- New Years Eve request for Barb Baus Rewey party. Josh McLimans made a motion to approve the alcohol request from Barb Baus Rewey for NYE as per the note. Carrie Post seconded the motion. Motion passed unanimously.
- X. Trustee Comments- Foundation has started the end-of-the-year push for donations and thank yous. The garden club would like to put lights out for holiday decorations. There is a plug-in.
- XI. Adjourn- Matt Pennekamp made a motion to adjourn the meeting. Carrie seconded the motion. Motion passed unanimously. Meeting adjourned at 6:08pm.

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

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

Schreiner Memorial Library			
List of Bills - Library Special Purpose Fund (280-)			
			12/14/2022
Account Number	Category/Vendor	Amount	Category Total
280-55110-216	Contracted Service		\$ 1,157.56
	J & D Cleaning Service, 2020 contract \$925 per month	\$ 925.00	
	Gordon Flesch, copy machine contract	\$ 232.56	
280-55110-220	Telephone		\$ 226.64
	TDS Telephone - includes DSL internet charge	\$ 226.64	
280-55110-222	Electric		\$ -
	Alliant Energy		
280-55110-224	Water & Sewer		\$ 174.99
	City of Lancaster	\$ 174.99	
280-55110-320	Books & Periodicals		\$ 2,529.38
	Amazon, 6045787810052668		
	Baker & Taylor:		
	Adult Processed, L3371552	\$ 1,445.87	
	Juvenile Processed, L3531452	\$ 15.21	
	Easy Processed, L3112752	\$ 103.50	
	Book Only, L3126952		
	Young Adult Processed, L3531522	\$ 13.78	
	Graphic Novels, L4203282		
	Audiobooks, L440767		
	Media, 75030784	\$ 115.11	
	<i>Total, Baker & Taylor</i>	<i>\$ 1,693.47</i>	
	Center Point Large Print, 1962938		
	Findaway, 413403	\$ 446.17	
	Gale/Cengage Learning, Acct 196227	\$ 184.74	
	Morris Newspapers of Wisconsin, 4932	\$ 205.00	
280-55110-330	Travel/Education		\$ -
280-55110-345	Memberships		\$ -
280-55110-358	Fuel - Natural Gas		\$ 222.47
	WE Energies	\$ 222.47	
280-55110-380	Technology		\$ -
280-55110-390	Supplies		\$ 114.00
	Wolf's Grantland Graphics, 42187	\$ 114.00	
GRAND TOTAL, LIBRARY SPECIAL FUND			\$ 4,425.04
Josh McLimans, Board Treasurer			

	Schreiner Memorial Library		
	List of Bills - Potosi Branch Library Fund (285-)		
		11/9/2022	Category
Account Number	Category/Vendor	Amount	Total
285-55110-220	Telephone		\$ 41.51
	TDS Telephone	\$ 41.51	
285-55110-320	Books & Periodicals		\$ 111.82
	Baker & Taylor:		
	Adult Processed, L4059402	\$ 111.82	
	Juvenile Processed, L4059412		
	Easy Processed, L4059422		
	Book Only, L4059432		
	Young Adult Processed, L4059442		
	Media, 75036862		
	<i>Total, Baker & Taylor</i>	\$ 111.82	
	GRAND TOTAL, POTOSI FUND		\$ 153.33
	Josh McLimans, Treasurer		

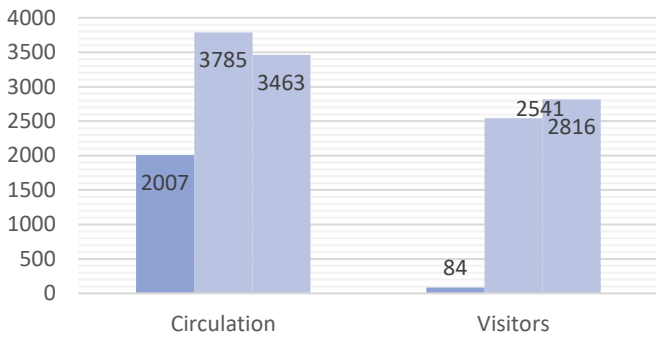
Library Director's Report

November 2022

November Use Statistics: Lancaster

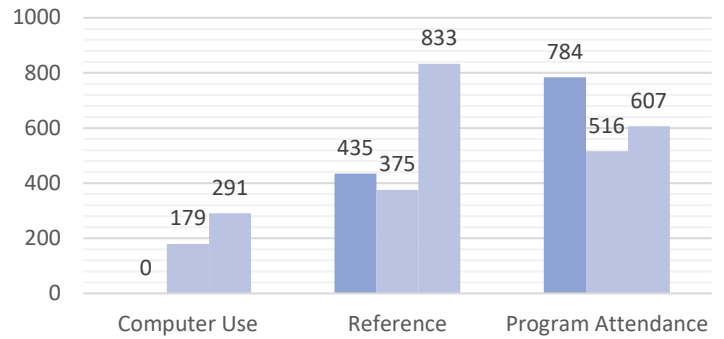
Circulation and Visitor Count

■ 2020 ■ 2021 ■ 2022



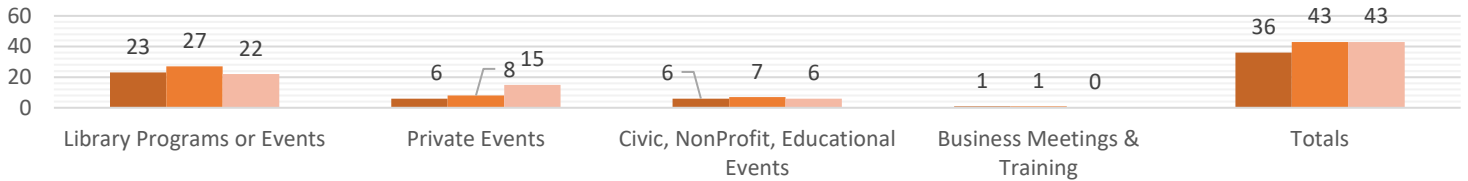
Computer Use, Reference, and Programs

■ 2020 ■ 2021 ■ 2022



Community Room Use

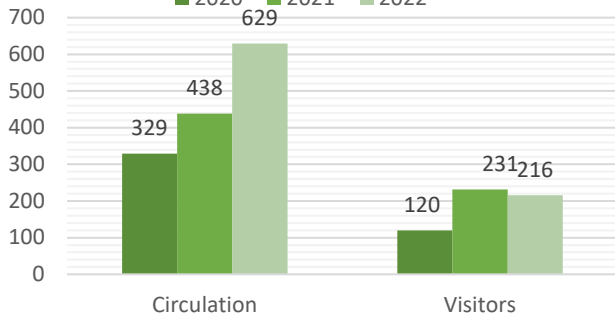
■ September ■ October ■ November



November Use Statistics: Potosi

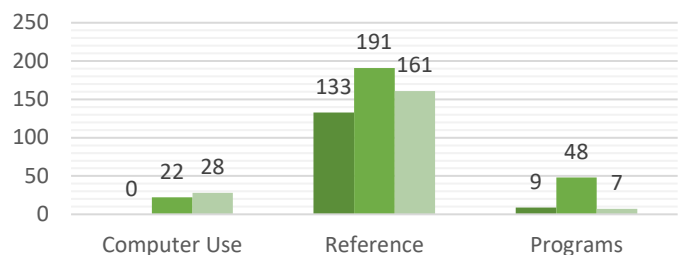
Circulation and Visitors

■ 2020 ■ 2021 ■ 2022



Computer Use, Reference, and Programs

■ 2020 ■ 2021 ■ 2022



Library Director's Report

November 2022

November Events

- We shortened our hours on November 14th.
- Adult craft nights continue to be very popular. November crafts included a brandy old fashioned workshop with glass etching and the last of this year's chunky blanket workshops.
- The book club has been reading "David Copperfield". They will finish their discussion in January.
- The art display in the community rooms is by Daniel O'Brien (Cassville) and Chuck Piper (Montfort). They will be having a meet and greet at the library sometime in January.
- Potosi has received a grant from SWLS to replace their disk repair machine. SWLS is taking care of ordering and payment.

December Events

- Kerin received an SWLS grant for 3 of her classes. We have reimbursed her and received the checks from SWLS.
- We are not having any programming this month to allow staff to recharge.
- Gardeners and Foundation members were in during the first week of December to decorate for the holiday season.
- Volunteers are working together to plan a soup lunch in January or February.

