



Library Board of Trustees
Minutes of Regular Meeting March 2020

Trustees Present: Kaitlyn Carlson, Betsy Kremser, Deb Rose,, Marcia Dressel

Trustees Absent: One open seat, Michele Merritt, Stephen Bjork

Also present: Director Shelby Friendshuh, Ben Village Administrator

1. VPresident Kremser **called the meeting to order** at 5:36
2. Motion to approve the agenda with amendment to postpone sign discussion by Dressel, second by Carlson. Motion failed 2-2. Motion to approve agenda with the modification to make the donor signage a discussion item instead of action item by Rose, carried 4-0 was made by Kremser, second by Rose . Motion carried 6-0.
3. A motion to approve the **Minutes of the February 2020 meeting as amended** by Rose second by Dressel. Carried 4-0
4. **Citizens' Comments** - Village administrator here to ask questions about the signage item on the agenda
5. **Director's report**- Friendshuh reports continued consistent circulation. The featured collection is seeing more use as a result of finding. There will be a proposal for donated funds later this spring.
6. **Monthly financials**- Rose made a motion to approve the monthly financials, second by Dressel. Carried 4-0
7. **Audit and Approved Bills** motion by Dressel and second by Rose to pay the bills. Carried 4-0.
8. Old Business:
 - a. Strategic planning draft: Friendshuh shared a draft of the strategic plan including 5 goals and connecting activities to each goal. The board recommended including an action plan for the prioritization and timeline for the activities included.
9. New Business:
 - a. Emergencies Policy: Friendshuh presented an updated Emergencies policy including Public Health Emergency section. Motion by Dressel, second by Rose to approve the annual report. Carried 4-0
 - i. COVID-19 Plan- Friendshuh shared a plan for precautions the library is prepared to implement to prevent virus spreading. Rose moved to approve the plan as amended second by Dressel. Carried 4-0.



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- b. Donor Signage Update- Dressel shared the signage plan prepared by the Mill Pond Learning Foundation. These will be reviewed again at the next meeting for action and approval. Village administrator requested information regarding the timeline of the physical sign design and production and requested having the village board included in approval of signage for any shared spaces or village spaces.
10. Next regularly scheduled meeting will be April 9th.
11. Meeting adjourned at 7:07pm.