



Library Board of Trustees
Minutes of Regular Meeting July 9, 2020

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

Trustees Absent: One open seat, Stephen Bjork

Also present: Director Shelby Friendshuh

1. Vice President Kremser **called the meeting to order** at 5:33
2. Motion to approve the agenda by Dressel, second by Rose. Motion carried 5-0.
3. A motion to approve the **Minutes as amended for the June 2020 regular meeting** by Rose second by Merritt. Carried 5-0.
4. **Citizens' Comments** - Dressel shared that she observed a patron give a compliment to Friendshuh for being friendly and helpful.
5. **Director's report**- So far, the reopening has gone well. The courier is coming to Osceola twice a week. They are doing a quarantine process with items as well. Visits are increasing steadily from 20-40 a day. The library has not had to turn people away due to reaching 25 person capacity yet. The library is providing masks for patrons to use who do not have them. Dressel inquired about teen use. It has been quiet with just a few users of the teen space, mostly on computer use.
6. **Monthly financials**- Rose shared that the Village is finishing up the audit process before fixing the 2019 expenses that remain on our 2020 budget. Kremser asked which line those were affecting. Friendshuh reported they are mostly affecting operating expenses and book purchases. Rose made a motion to approve the monthly financials, second by Dressel. Motion carried 5-0.
7. **Audit and Approved Bills** motion by Merritt and second by Dressel to pay the bills. Carried 5-0.
8. **Budget update/projection:** Friendshuh presented an update on the budget so far this year with notes on areas that are different from the projected plans. The finance committee will meet to make adjustments as necessary.
9. Election of officers
 - a. Motion to nominate the current slate to their current offices by Dressel. Second by Rose. Carried 5-0
 - b. Bjork Nominated for President
 - c. Kremser nominated for VP/Treasurer
 - d. Carlson nominated for Secretary



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10. **Confidentiality of public records policy:** Friendshuh presented an updated policy that is reduced with reference to adhering to the General Records Schedule for WI. Recommended to add direct links to the FAQ's taken out and to the General Records Schedule for WI. Motion to approve the amended Confidentiality of public records policy by Rosel and second by Merritt. Carried 5-0.

11. Adopt General Records Schedule for WI libraries: motion to adopt the General Records Schedule for WI by Dressel, second by Rose. Carried 5-0

12. Next regularly scheduled meeting will be August 13th at 5:30pm at the library with a call in option.

13. Meeting adjourned at 6:25pm.