



Library Board of Trustees
Minutes of Regular Meeting January, 2021

Trustees Present: Betsy Kremser, Stephen Bjork, Jeromy Buberl, Michele Merritt, Amber Krumenauer, Kaitlyn Carlson, Jessica Buberl

Trustees Absent: none

Also present: Library Director Shelby Friendshuh

President Bjork **called the meeting to order** at 5:33 p.m.

Motion to approve the agenda by Kremser. Second by Merritt. Motion carried unanimously .

A motion to approve the **Minutes for the December 2020 regular meeting** by Jeromy Buberl. Seconded by Jessica Buberl. Carried unanimously.

Citizens' Comments - Ben Krumenaur shared with Friendshuh and Buberl that the sale of the former library building is closing soon and will require the signature of the library board. The board will approve this as an action item at the next February meeting or a special meeting if necessary.

Director's report- Friendshuh shared that this month was her masters completion. Her next step is to get her librarian certification. Another virtual Badger Talk is scheduled to offer virtual events. The library's drive up service continues to be well-received. Friendshuh also shared some year-end statistics regarding library usage and highlights of the year.

Monthly financials- Tentative final numbers will be shared next month, however the official report will be after the annual audit. Jeromy Buberl made a motion to approve the monthly financial results, second by Kremser. Carried 7-0.

Audit and Approved Bills- motion to pay the bills by Kremser, second by Merritt. Carried 7-0

Trustees Chapter 6- Friendshuh shared highlights from the Trustees handbook of chapter 6. This chapter is regarding evaluating the director. It is normal for a special committee to take on this task. It may include input from library employees in an organized fashion as well as a self evaluation related to the job description.



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Reference Services Policy- Shelby updated and modified a few things to the policy. Motion to approve the policy by Kremser and second by Jeromy Buberl. Carried 7-0

COVID-19 Internal Response Plan: Friendshuh shared an outline of 4 phases of opening based on the local trends of the virus activity.

Motion to go to closed session pursuant to Wisconsin Statute s. 19.85 (1)(c) for the purpose of considering employment, promotion, compensation, for performance evaluation date of any public employee over which the governmental body has jurisdiction or exercises responsibility by Kremser, second by Krumenauer. Carried 7-0

- a. closed session began at 6:29pm
- b. Return to open session at 7:21pm

Buberl made a motion to approve the review and second by Kremser. Carried 7-0. Bjork presented the option to have the personnel committee share the review in person with Friendshuh on Friday evening.

Next regularly scheduled meeting will be February 11th at 5:30 pm virtually

Meeting adjourned at 7:24pm

Respectfully submitted by,

Kaitlyn Carlson
Library Board Secretary