

## Meeting Notes 1/4/2022

**Trustees:** Stacy DeVoe–President, Susan Anschutz-Vice President, Brandi Schomisch, Beth Southard, Sandra Heiden-Secretary  
Library Director-Rachel Hitt

### Welcome and attendance

- **Approval of agenda**
  - Sandy H. made a motion to approve the agenda; Susan A. seconded; motion carried unanimously
- **Approval of minutes**
  - Brandi S. made a motion; Susan A. seconded; motion carried unanimously
- **Approval of bills and payroll**
  - Stacy D. made a motion; Brandi S. seconded; motion carried unanimously
- **Correspondence**
  - Letter from Carey Pederson
    - Reply sent by Stacy with a request for Carey to attend any library board meeting or join as a trustee
    - Rachel will reply after the meeting
  - Advancement Association donation of \$225
    - Thank you sent by Rachel
  - Carol O'Rourke
    - Resignation beginning December 31

### New Business:

- **Director's Report**
  - Presented by Rachel
- **Friends of the Library**
  - Lori was not present, but wanted Rachel to remind all of the January order date and February delivery date for the fruit sale
- **COVID-19 – Library Services**
  - Rachel shared the latest statistics for Outagamie County
  - Stacy made a motion to amend the current policy stating that staff must wear a mask when patrons are in the building or when they are working within six feet of another staff member. Sandy H. seconded the motion; motion carried unanimously.
- **Election of Officers**
  - All current officers are willing to continue serving in their roles; Stacy D. –President, Susan A.-Vice President, Sandy Heiden-Secretary

- **Collection Development Policy & Reconsideration of Library Materials Policy**
  - Sandy H. made a motion approve the amended collection development & reconsideration policy; Susan A. seconded the motion; motion carried unanimously.
- **Hotspot Circulation Policy**
  - Sandy H. made a motion approve the hotspot circulation policy with the proposed updates; Brandi S. seconded the motion; motion carried unanimously.
- **2021 Budget update**
  - Current carry over funds are \$2253
- **2022 Budget update**
  - Discussion on wage increases for staff
  - Sandy H. made a motion to increase staff wages as proposed by Rachel; Brandi S. seconded the motion; motion carried
- **Library Services Clerk and Youth Programming Specialist position**
  - Rachel interviewed someone last week and offered her the position; that person is still thinking on the position, due to scheduling issues. Rachel will let us know
- **Substitute Library Clerk position**
  - Brandi S. made a motion to approve the Substitute Library Clerk position; Susan A. seconded the motion; motion carried
- **Personnel**
  - Beth S. made a motion to move into closed session; Brandi S. seconded the motion; motion carried
  - The board may convene in closed session, in accordance with Wisconsin Statute 19.85 (1)(c) to discuss and consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
  - Beth S. made a motion to move out of closed session; Brandi S. seconded the motion; motion carried
- **Library director 2022 Goals**
  - Rachel shared a document of her goals for 2022
  - She will share her updated goals next meeting
- **Trustee Training – TE 7**

Discussion on trustee trainings and suggestion for Rachel to attend the next village board meeting, to keep them updated on library happenings.

**Old Business**

**Any Other Business That Comes Before the Board**

**Set next meeting date and time**

Tuesday, February 8, 2021, 6:00 PM in the Library Community Center

All agenda items were completed and the meeting adjourned at 7:15