



## **Mondovi Public Library Board of Trustees**

### ***Minutes February 5<sup>th</sup>, 2019***

**Members Present:** Heidi Weber, Mindy Hayes, Terri Vettrus, Ginny Gunderson, and Bob Stoughton

**Members Absent:** Greg Corning and Sonja Kamla

**Others Present:** Katelyn Noack, Library Director

#### **1. Call the Meeting to Order; Establish Quorum**

Meeting was called to order by President Hayes at 4:33 PM. Quorum was established.

#### **2. Approval of the Agenda**

Vettrus moved to approve the agenda, seconded by Hayes. M.C.

#### **3. Approval of the Minutes from December 4<sup>th</sup>, 2018**

Hayes moved to approve the minutes from the December Board meeting, seconded by Stoughton. M.C.

#### **4. Director's Report**

Programming is going well, Life Size Candy Land will be in a few weeks. In March, Katelyn is thinking of doing a "Stuffed Animal Sleepover" program, in combination with Story Time. We welcomed our newest board member, Heidi Weber. Katelyn informed the board that there is a new doorbell on the door downstairs and the bulletin boards were installed in the children's area. Some of the staff will be attending a technology workshop next month; we have a new service provided to library customers called Mango Languages.

Discussion about having the board meet in January from now on, with the stipulation that the meeting may be cancelled due to lack of agenda items.

Gunderson moves to have meetings in January from now on, seconded by Vettrus. M.C.

Hayes moved to accept the Director's report, seconded by Vettrus. M.C.

#### **5. Discuss/Approve Bills to be Paid from December 2018 and January 2019**

##### **a. Property Taxes**

Payment of property taxes on 132 W Hudson and 147 W Hudson for the 2018 year, as part of an agreement with the donors for gifting the properties to the library.

##### **b. Unemployment Expenditures**

Made the board aware of unexpected unemployment expenditures that could greatly affect the budget. A previous employee filed for unemployment and the library does not pay into an unemployment pool, so the money would come out of the operating budget.

Gunderson moved to accept the bills and timecards as presented, seconded by Vettrus. M.C.

**6. Assignment of New Recording Secretary**

Weber volunteered to be the library board's recording secretary until elections are held in May.

**7. Discussion and Possible Action on Building Project**

**a. Formation of Capital Campaign Committee**

Discussion was had on members of the community who might be willing to be on the Capital Campaign committee for the Library. A list of names was generated and the nominees will be contacted by the Director and one of the Board members.

**b. Naming Rights Tiers**

A sample of a donation/naming rights tier system was shown – discussion to be held at the next meeting.

**8. Discussion on Gift Acceptance Policy**

Hayes moved to table the discussion of the gift acceptance policy to the next regularly scheduled board meeting due to time constraints. Motion seconded by Weber, M.C.

**9. Discussion and Possible Action on Prorated Vacation (Director)**

Due to how the library operates off the fiscal year for raises and time off, Noack asked to have vacation prorated for six months between her year anniversary and the turn of the fiscal year. Stoughton moved that the Director be granted 20 hours of vacation for the 2019 fiscal year, seconded by Gunderson. M.C.

**10. Adjourn to closed session according to Wisconsin State Statutes Sec. 19.858 (1)(c) to consider employment, promotion, compensation, or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Director Evaluation – 6 Months)**

Hayes moved to enter closed session at 5:55 pm, seconded by Vettrus. M.C.

Hayes moved to reopen session at 6:12 pm, seconded by Vettrus. M.C.

Performance evaluation of the Director for 6 months was completed and will be turned into City Hall.

**11. Public Comments**

None

**12. Final Questions/Comments from the Board**

Next Meeting will take place on Tuesday, March 5<sup>th</sup> at 4:30 PM in the City Council Chambers.

**13. Adjourn the Meeting**

Hayes moved to adjourn the meeting at 6:18 PM, seconded by Vettrus. M.C.