

 217 W OAK ST.

 GLENWOOD CITY, WI

 BOARD OF TRUSTEES MEETING MINUTES

 October 04, 2022

**ATTENDING:** Nichelle Hart, Director Rochel Karlson, Nicole Langman, Laura Draxler, Ken Peterson, Betsy Schug (by phone)

**ABSENT:**

**I. CALL TO ORDER:** President Langman called the meeting to order at 6:01pm.

**II. PUBLIC COMMENTS:** None.

**III. SECRETARY’S REPORT**: The board observed the minutes from the May 2nd, 2022, August 1st, 2022, and September 6th, 2022, meetings will need to be reviewed to be reapproved at the October 17th, 2022 meeting.

**IV. APPROVAL OF BILLS:** Peterson made the motion to approve a payment of $397.04 to Baker & Taylor for the purchase of library media and other materials as well as payments of $60.00, $31.34, and $18.83 to Tribune Press Reporter, Nilssen’s, and Glenwood Hardware respectively. The full bill amount for Tribune as well as a $4.49 portion of the Glenwood Hardware payments will come from the Supplies section of the library budget with the remaining $14.31 Glenwood Hardware and the full Nilssen’s payments coming from Programming. This motion was seconded by Draxler, unanimous voice vote, motion carried.

**V. TREASURER’S REPORT:** None.

**VI. DIRECTOR’S REPORT:** Rochel reported that the library has seen an increase in daily walk-ins as well as increases in the number of visitors to the library’s main website and Facebook page. The latest updates on the production status of the library’s new shelves show that the shelves have been prepped for shipping with an official arrival date coming soon. Attendance for Peter Rabbit Storytime at the Elementary School has averaged about 25 pre-k children on Wednesdays with another 5-12 school-aged children on Fridays. The Friend’s of the Library Book Club will continue to meet the 4th Monday of each month and currently averages 12 participants. The Senior Book Club will continue meeting on the 1st Tuesday of each month with a current average of 5 participants. Upcoming events include a Movie Night on Oct. 13th at 6:00pm, the Mad Hatter’s Tea Party on Oct. 15th from 11:00am-1:00pm, and Trunk or Treat at Holy Cross starting at 10:00pm on Oct. 30th. A tentative date for Christmas on Oak. St. is set for December. This date is subject to change barring the library’s selection to take advantage of potential program opportunities around this time.

**VII. FRIEND’S REPORT:** None.

**VIII. SCHOOL’S REPORT:** Glenwood City Title Committee Representative Anna Mewis reported the committee’s interest in reserving the performer, Duke Otherwise, as part of the library’s children-directed programming. This reservation would be tentatively set for the week of Christmas on Oak. More discussion on which show format would best fit the library’s budget and preferred timeframe for hosting will be postponed until the November meeting. On November 10th there will be a Lantern Walk in support of. Lantern kits will be provided for participants that RSPV by with an additional craft day to be held at the library on November 7th where participants can receive help constructing their lanterns.

**IX: CITY’S REPORT:** The board set a meeting date for 6:00p.m. October 17th, 2022 to discuss their proposal for dividing utility and cleaning costs between the library, the city, and police department in the new building. Rochel notified the board that by October 14th, the library would need to remove or sell any old belongings left in the old building. The board agreed that the best plan of attack would be to list any belongings not coming to the new building to be posted online for sale.

**X. CURRENT BUSINESS:** Information was received from Imagination Library representatives which revealed that the library will need to choose one main coordinator for the program, but will need to research further into the amount of additional personnel that can have access to registration and distribution materials. The main coordinator must also be someone affiliated, or employed by the Glenwood City School District in order to be acceptable. The library would be able to add additional areas beyond Glenwood City at any time as the program grows. Additional information regarding how closely the Director will be able to collaborate with the selected coordinator is yet to be determined. Once this information is received, the library will design presentations for potential sponsors. Reviewing the Personnel Policies to be adopted by the library and library board has been postponed until January 2023.

**XI. NEW BUSINESS:** Finalizing the budget draft to be submitted to the city was postponed until the October 17th meeting.

**XII. NEXT MEETING DATE | ADJOURNMENT:** Peterson made the motion to adjourn at 7:18, seconded by Langman, unanimous voice vote, motion carried. The next meeting is scheduled for October 17th at 6:00pm.

Respectfully submitted,

Nichelle Hart.