

 217 W OAK ST.

 GLENWOOD CITY, WI

 BOARD OF TRUSTEES MEETING MINUTES

 December 6, 2022

**ATTENDING:** Director Rochel Karlson, President Nicole Langman, Nichelle Hart, Betsy Schug, Ken Peterson

**ABSENT:** Laura Draxler

**I. CALL TO ORDER:** President Langman called the meeting to order at 6:02 pm.

**II. PUBLIC COMMENTS:** A citizen brought a concern to the board’s attention regarding that week’s craft night as her children were almost not permitted to participate due to their age. The citizen remarked that it would be helpful to provide crafts of various difficulties to service a greater range of age groups within the community. The board agreed to explore solutions for this suggestion for the next craft night.

**III. SECRETARY’S REPORT**: The signature line for the November 1st, 2022 minutes will need to be amended from reading “Nichelle Hart” to “President Nicole Langman, Laura Draxler, and Betsy Schug” due to Hart’s absence from the last meeting.

**IV. APPROVAL OF BILLS:** Peterson made the motion to approve the following bills, seconded by Schug, unanimous voice vote, motion carried: Two payments to Nilssen’s of $20.97 and $14.37 were approved respectively for supplies needed to run Christmas on Oak St. A payment of $93.60 to the Baldwin Public Library for the library’s Bookpage subscription was also approved. The board then approved the payments to Baker & Taylor for $48.07, Tribune Press for $77.00 as well as IFLS for $160.00 for the purchase of library materials and media. Lastly, a payment of $51.40 was approved for the purchase of upcoming summer program materials.

**V. TREASURER’S REPORT:** Schug reported a balance of $19,948.62 in the Memorial Account. Langman made the motion to be reimbursed $52.75 for the purchase of a memorial basket from a personal account.

**VI. DIRECTOR’S REPORT:** Rochel stated that the library will be closed December 8th to 17th to begin the exchange process of library materials over to the new bookcases. Volunteers have been lined up to help with this process. Additionally, all the old bookcases except for the children’s have been sold and are ready for pick up. In other events, Rochel reported that she has completed several grants regarding the library’s need for additional STEM/STEAM, summer reading, and general media to be sent off next month. Rochel closed with the report that Christmas on Oak St. was very successful with approximately 200 recorded participants despite some activities having to be cancelled in response to the weather.

**VII. FRIEND’S REPORT:** Currently, the Friends checking, building fund, and St. Croix Electric Grant accounts reflect balances of $2,703.70, $50,030.67, and $13.17 respectively with $25,746.20 to be allocated for covering the cost of the new shelving from the building fund account. Additionally, Nelson was successful in securing another St. Croix Electric Grant of $500.00 for the 2022 Fall cycle. An extension was also granted until February 1st, 2023 for the Friends to finalize their report for the Otto Bremer Trust with the contingency that the $25,000.00 from the Otto Bremer Trust funds be utilized prior to that date or be returned. The Friends are currently working on scheduling a meet and greet with author Quinton Skinner for this next spring/summer. A location for this event will be determined at a later date. Bender ended the meeting with a motion to purchase two $50.00 gift cards from Countryside Coop (Alcivia) to give to Santa and the horse carriage driver for the Christmas on Oak St. event this month.

**VIII. SCHOOL’S REPORT:** None.

**IX: CITY’S REPORT:** A new city representative for the library board is expected to be appointed in April.

**X. CURRENT BUSINESS:**

Revision and approval of the personnel policy has been tabled until the next meeting. A different meeting is set to be scheduled between the Friends and the Lion’s club to discuss funding. The organization of the registration process between the library and the Glenwood City School District is underway for launching the Glenwood City Library’s branch of Dolly Parton’s Imagination Library in April.

**XI. NEW BUSINESS:** None.

**XII. NEXT MEETING DATE | ADJOURNMENT:** Peterson made the motion to adjourn at 6:24, seconded by Schug, unanimous voice vote, motion carried. The next meeting is scheduled for January 3rd at 6:00pm.

Respectfully submitted,

Nichelle Hart.