

 217 W OAK ST.

 GLENWOOD CITY, WI

 BOARD OF TRUSTEES MEETING MINUTES

 January 3, 2023

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

**ABSENT:**

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

**II. PUBLIC COMMENTS:** None.

**III. SECRETARY’S REPORT**: Peterson made the motion to approve the minutes for the November 1st and December 6th meetings, seconded by Draxler, unanimous voice vote, motion carried.

**IV. APPROVAL OF BILLS:** Hart made motion to approve payments for the following bills, Betsy seconded, unanimous voice vote motion approved: Tribune paid $89.50 for advertising information on Christmas on Oak program, TEACH paid $600.00 toward subscription, $9.98 and $49.99 paid to Glenwood City Hardware for cleaning and organizational supplies, $9.61, $26.01, and $128.06 to Baker and Taylor for new media, $150.41 to Nilssen’s for Christmas, craft, and food programming supplies, as well as $167.11 to Demco for signage supplies for the new shelving.

**V. TREASURER’S REPORT:** None.

**VI. DIRECTOR’S REPORT:** Rochel has yet to receive information confirming the arrival date of three shelves, wall unit, and miscellaneous parts for wall units already received from Eau Claire Business Interiors. As of right now, four complete double sides shelves and three frames for wall units have been received. Scheduling has changed for craft and game nights. Monday Craft Nights will now be held the first two Mondays of the month and the last two Monday’s will be game nights. Work will be starting on the Annual Report due in March shortly as well. The Reading Across America Winter Reading Program began January 1st and will continue through March 31st. A Dr. Suess Birthday Party will be held at the library from 4:00-6:00pm on March 2nd.

**VII. FRIEND’S REPORT:** The final bill of $985.00 has been received from Engraved Connections for the library donor board display and a motion was approved to pay this amount. The friends plans to request a time for the Tribune Press Reporter to take a photo of the donor board to be printed in an upcoming paper. A $500.00 donation from Tracey and Todd Peterson was also received. The friends reelected officers for another 2 year term following a motion to keep the individuals currently holding their positions to remain in that position for another two years. Tom Whitten was thus elected to remain President, Julian Bender will remain Treasurer, and Heidi Wagner will remain Secretary. Barb nominated Tracey Schug Peterson to be Vice President and the nomination was accepted by Peterson with a unanimous voice vote following her acceptance for the position.

**VIII. SCHOOL’S REPORT:** Author Mark Likeness is scheduled to give a K-2, 3-5 and 4k presentation on January 12th at Glenwood City Elementary. The presentation will discuss Likeness’s experience about being a writer and will include writing activities for students. Bingo for Books will be held for the middle school grades 6-8 on January 30th.

**IX: CITY’S REPORT:** None.

**X. CURRENT BUSINESS:** Langman made the motion to approve the editorial changes to the personnel policy, seconded by Draxler, unanimous voice vote, motion carried.

**XI. NEW BUSINESS:** Peterson made the motion for the following expenses to become preapproved bills – EO Johnson, Nextgen, T-Mobile, TEACH, wages and benefits, water and Sewer, WE Energy, Wiscat, XCEL, and Valley Cleaning. This motion was seconded by Langman, unanimous voice vote, motion carried. Hart then made the motion to move $705.60 from the Mayo Grant to pay T-Mobile for two hot spots, seconded by Peterson, unanimous voice vote, motion carried.

**XII. NEXT MEETING DATE | ADJOURNMENT:** Peterson made the motion to adjourn at 6:39, seconded by Schug, unanimous voice vote, motion carried. The next meeting is scheduled for February 7th at 6:00pm.

Respectfully submitted,

Nichelle Hart.