

217 W OAK ST.

GLENWOOD CITY, WI

BOARD OF TRUSTEES MEETING MINUTES

April 4th, 2023

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

**ABSENT:**

**I. CALL TO ORDER:** President Langman called the meeting to order at 6:00 pm.

**II. PUBLIC COMMENTS:** None.

**III. SECRETARY’S REPORT**: Peterson made the motion to approve the February 7th, 2023, minutes, Schug seconded, unanimous voice vote, motion carried. Peterson then made a second motion to approve the March 7th, 2023, minutes, Draxler seconded, unanimous voice vote, motion carried.

**IV. APPROVAL OF BILLS:** The following bills were approved for payment: Amazon orders totaling $83.81 charged to subscriptions and programming for the purchase of new library media and crafting trays, orders from Baker & Taylor totaling $97.82 charged to subscriptions for the purchase of media materials, and a DEMCO invoice totaling $154.25 charged to programming for the purchase of summer reading materials and media repair supplies. Hart made the motion to approve the bills as listed above, seconded by Draxler, unanimous voice vote, motion carried.

**V. TREASURER’S REPORT:** None.

**VI. DIRECTOR’S REPORT:** Rochel reported that the coding workshop she attended the previous month went well and was considering purchasing a set of coding kit materials for the library’s STEM collection. A start up kit would cost approximately $60.00 and would include the required computer programming at no extra cost.

**VII. FRIEND’S REPORT:** The Friends reported that the bookmark winners for the 1st-6th grade contest were ready to be announced. Several wish list items were also reviewed. From this discussion, the library’s request for the Friends to organize the funds necessary to launch the Dolly Parton Reading Program was approved and efforts to complete this task are set to commence following the library’s approval to utilize non-profit rate postage for sending out books.

**VIII. SCHOOL’S REPORT:** None.

**IX: CITY’S REPORT:** None.

**X. CURRENT BUSINESS:** The board’s discussion of the Fund Balance and Approval was tabled until the wording of selected points within the document is finalized. To move forward with launching the Dolly Parton Reading Program, an application must be submitted and approved for the library’s usage of Non-Profit rate postage. It is possible that this process could take up to 4 weeks for the library’s application to be approved or denied. Additionally, the Lions Club offered to provide the necessary funding to support the program for one-year. If the program is successful, they have agreed to provide continued support to keep the program running.

**XI. NEW BUSINESS:** The launch date for the Glenwood City branch of the Dolly Parton Reading Program is tentatively set for June 8th with a launch party to be held on that date from 4pm-6pm. Additional volunteers may be necessary to host the event. A discussion was then held regarding the need for an alternative professional cleaning service to be secured for the library. The board put together a preliminary list of tasks and areas to be serviced with the understanding that this list would be finalized before sending to the City Council to be reviewed as a potential add-on to the building’s hired cleaning services once a new company is hired. Langman made a motion to approve the revisions to the “challenges and questions” section of the library’s Development Policy on Collection Management regarding book bans. This motion was seconded by Peterson, unanimous voice vote, motion carried. Lastly, Schug made the motion to approve the library’s transition to summer hours to begin the first weekend of June 2023, seconded by Hart, unanimous voice vote, motion carried. For summer hours, the library will be closed on Saturdays and Sundays.

**XII. NEXT MEETING DATE | ADJOURNMENT:** Langman made the motion to adjourn at 6:44pm, seconded by Schug, unanimous voice vote, motion carried. The next meeting is scheduled for May 2nd at 6:00pm.

Respectfully submitted,

Nichelle Hart.