

 217 W OAK ST.

 GLENWOOD CITY, WI

 BOARD OF TRUSTEES MEETING MINUTES

 June 6, 2023

**ATTENDING:** Lara Draxler, Ken Peterson, Rochel Karlson, Kent Kletscher

**ABSENT:** Nichelle Hart, Betsy Schug, Nicole Langman

**I. CALL TO ORDER:** 6:00 pm by Draxler

**II. PUBLIC COMMENTS:** None.

**III. SECRETARY’S REPORT**:

I. Status of May Minutes-Not sure where those are but we need to make sure we are caught up for July. Draxler took notes for the June meeting because Hart was absent.

**IV. APPROVAL OF BILLS:** all the normal monthly bills other than ten children's craft aprons that were sewn by Nichelle H; rest of bills went to office and summer programming supplies

**V. TREASURER’S REPORT:** Schug absent but did report to Rochel that our Hiawatha account states $19, 895.87 in the bank; Schug requested $6,676.18 to be transferred to go to the building fund.

**VI. DIRECTOR’S REPORT:** Imagination Library is all set up and database ready to use; June 8 summer/Imagination Library official kickoff; nonfiction grant received from Seed Control Co. To purchase nonfiction books about pest control, bees, gardening etc.; grant received for library to get monthly *Booklist* magazine (a book referral magazine for patrons)

**VII. FRIEND’S REPORT:** none

**VIII. SCHOOL’S REPORT:** summer school upcoming

**IX: CITY’S REPORT:**

**X. CURRENT BUSINESS**

I. discussion of cleaning person to hire (same as the City custodian)

ii. Review of fund balance with updated wording (with the carryover funds to be stretched across 2024 and 2025) $500 a year for the Imagination Library fees for the next 5 years ($2500 total); $1500 STEM/STEAM kits (10) and creation of dementia kits for caregivers; $2000 for programming; $26,135 left from $74,135 fund balance. Peterson made the motion to use the fund balance as stated in Fund Balance Ideas, Kletscher seconded it, unanimous voice vote, motion carried.

iii. Review long range plan-**tabled** until JULY meeting; discussion of long range plan-hasn't been updated since 2011; discussion of wording and the use of the word “underserved” and its meaning; rewording objectives and adding new ones; currently working on technology policy updates and a list of devices and equipment

iv. Recommend a schedule of 24 hours per week for the Library Asst. With 4 of those hours being flex (if needed not weekly)-Peterson made the motion and Draxler seconded, unanimous voice vote, motion carried

v. The Director recommends an increase in pay for Library Asst. To $10.50 an hour-Peterson made the motion and Draxler seconded, unanimous voice vote, motion carried.

**XI. NEW BUSINESS:**

**I. Cleaning Proposals:** those received have been extremely high; interested in hiring the cleaner hired by the city (Ashley who comes 2x a week); would work for library 1.5 to 3 hours per week and pay her approx. $100 a week.

**XII. NEXT MEETING DATE | ADJOURNMENT:** Peterson made the motion to adjourn at 6:40 pm, seconded by Kletscher, unanimous voice vote, motion carried. The next meeting is scheduled for July 11 at 6:00pm.

Respectfully submitted,

Lara Draxler