

Minutes of the
Glenwood City Public Library Board of Trustees
October 1, 2024 @ 5:00 PM
217 W Oak St., Glenwood, WI 54013

AGENDA:

1. Call to order: 5:01 pm called to order by Nicole Langman.
2. Roll Call: Nicole Langman, Betsy Schug, Ken Peterson, Lara Draxler, Kristine Giammattei, Jeff Stoner (3 establish a quorum)
 - a. Absent: Ken Peterson
 - b. Present: Nicole Langman, Betsy Schug, , Lara Draxler, Kristine Giammattei, Jeff Stone
3. Certification of compliance with Open Meetings Law
4. Modify/Approval of Agenda: None
5. Public Comments: None
6. Approval of September Minutes Motion to approve (Shug), Draxler 2nd. All in favor, Unanimous voice approval. Motion carries.
7. Approval of Bills:
 - Amazon 113.95 picture books, items for IEE grant
 - Baker & Taylor: 1,061.61 split between Mayo Grant and regular subscriptions
 - Iffilis' 275 for movie
 - Nilsenn's-33.53 refreshments for programming
 - Tribune \$60 for a case of copy paper
 - Draxler motions to approve, 2nd Giammattei.
 - Unanimous voice vote, motion carries, approval of bills
8. Reports
 - a. Treasurer's Report: (Betsy Schug): Motion to write a check \$57.14 to Nicole Langman for parade decorations. Draxler 2nd. Unanimous voice motion. Motion approved.
 - b. School Report: (Nicole Langman): None
 - c. City Report: (Jeff Stoner): None
 - d. Director's Report: (Rochel Karlson): OK to order computers. Working on installing them today.

9. Old Business: None

a. 2025 – Budget Draft-Table to next meeting

b. Credit Card Possibility: Capital One is a good option. Offers 1.5% cash back. Ink Business offers up to 750 bonus cash back. Bank of America. Top options listed for non-profits. Other libraries have used Capital One or Bank of America. Many go through their banks. Hiawatha only offers debit card options. Find out what we could do with the cash back. Rochelle and Betsy would be on the card.

c. Library Page position description: General duties. Assistant to the board as well. M/TH work the later evenings plus some additional hours. Looking to hire someone after Jan. 1, 2025. Description of the job and duties. Will be looking at the budget to see if we can work it into our current budget. Students or retired would be ideal. Start with this as a volunteer position? Could someone start now and if we can offer it paid at some point, we can revisit this. Rochelle will connect with the school to see if any students would be interested.

10. New Business:

a. Discussion of Library Board of Trustees: Jennie Newgard submitted her letter of interest. Tabled at the City Board meeting due to some concerns by Rochelle and the Patrons of the Library having too many people who work at the school on our board. Rochelle will go in front of the board again to recommend Jennie be approved to be a Trustee on the Library Board.

b. Director's Evaluation (Closed Session): Draxler moves to enter the closed session. Schug second. 5:39pm start closed session.

11. Closed Session: Closed Session

Enter closed session per Wis. Stats. 19.85(1)(c) Compensation and Evaluation: Considering employment, promotion, compensation, or performance evaluation data of any public employee to which the governmental body has jurisdiction or exercises responsibility;
performance evaluation.

12. Adjourn from Closed Session: . Adjourn from Closed Session: Draxler motions to adjourn from closed session at 6:33pm. Giammattei 2nd motions. Unanimous voice vote. Motion carried.

13. Re Convene into Open Session: Re Convene into Open Session at 6:34pm.

14. Take action from closed session if needed:. Rochelle to send self-evaluation to Nicole. Nicole will also get in touch with Cindy for her evaluation/review. Next board meeting, we will have this on the agenda for November in closed session. Can send info to Cindy at the GC library email. Rochelle to check personnel policy and we can also look on our shared drive. Rochelle to update us at the next meeting on the current PTO and what the policy is.

15. Agenda Planning for Next Board Meeting: Review (closed session), budget planning, credit card updates. Planning for Christmas on Oak Street.

16. Other Business: Fall Festival Library is in charge of the pie contest and putting the movie on at at the park. Happening on Saturday Oct 19th

17. Adjourn (Time) Schug motions to adjourn. Draxler 2nd. Meeting adjourned. 6:54pm.

Next Board Meeting November 5, 2024 @5:00 PM

The Glenwood City Public Library will attempt to provide accommodation to the public who wish to attend meetings, provided reasonable notice of need is given. To request such accommodation, call (715) 265-7443 and ask for Rochel