

Butler Library Board Meeting

March 12, 2019

Time meeting was called to order – 6:00 pm

Members present – Jenni Thorpe (President), Jodi Kessel Szpiszar (Director), John Schauker, Tom Sardina, Paul Kasdorf, Andrea Van Gompel and Charlene Benjamin.

Members absent – Roger Benjamin-Excused

Persons desiring to be heard: None

Minutes read – Yes, the minutes for the February 12, 2019 meeting will be amended to read “There is currently not a policy on the starting wages, it is at the discretion of the library board” under the Library Assistant starting pay range approval. The members present will be amended include Tom Sardina. The next meeting should read 2019 instead of 2018. Charlene made a motion to approve the minutes with these amendments, this was seconded by Tom. All were in acceptance except for John, who abstained.

Communications – Jodi informed the board of a \$100 donation from a Brookfield resident. The library received a request to use the building on May 2nd for National Day of Prayer. The board agreed that this was acceptable. A patron fell on the ice on February 21. Jodi filed an incident report.

Finance and Budget – Reviewed the finances for the month. John made a motion to accept the February 2019 expenses of \$6,607.77, this was seconded by Paul. All were in acceptance.

Building & Property Maintenance– DPW pushed the snow banks on the north end of the parking lot. There is a book case in the attic that needs to come down. Paul will make arrangements for this to happen.

Directors report – Preparations are being made for the Library Anniversary celebration on Thursday April 4th at 6:30pm.

Old business –

- a. **Book mobile – update**- Still need approval on agreement. There will be a small change, the volunteer will pack the books and Jodi will deliver them. Starting at Butler Square.
- b. **Open library board position(s) – update** – Charlene will take the position as the school board representative on the library board. Once her position is approved, the board will be compliant.
- c. **Staff/library hours- update on staff and Thursday evening numbers** – The library is now fully staffed. Melissa has taken the Youth Librarian position and Eileen was hired as a Library Assistant. The board reviewed Thursday’s numbers.
- d. **Landscape Bid -Update** – The contract was signed. There is no penalty to cancel any time. The company will contact Jodi when they are ready to start.
- e. **Vision and planning** – Need goals for the budget. Some goals that were discussed were continuing to weed and bring in new materials, add study carrels, increase e-book awareness, look into iPad policies and clean and replace books.

New business

- a. **Library Staff Positions Classifications– review, discussion and possible action**- The board discussed the need for an Assistant Library Director and decided that it was not needed at this time. The board sets position and salary and the Library Director fills the positions. Jodi will check if the village has criteria to follow on determining the starting pay ranges of available positions.
- b. **2020 Budget Timeline** – Discussed timeline for budget. The budget draft will be prepared in May. In June a more formal budget will be reviewed. The final budget will be approved in August.

- c. **Fund Balance Policy** – The non-lapsing account is going into the fund balance. Jodi will check with Kayla on what category to put it under. The fund balance will fund a minimum of 2 months of expenditures.

Next meeting – ***Tuesday, April, 9 2019 @ 6:00pm***

Motion to adjourn at 7:37 pm by Paul, seconded by Tom, with a unanimous vote thereafter.

Submitted by: Andrea Van Gompel