

# **Butler Library Board Meeting**

**June 11, 2019**

**Time meeting was called to order – 6:00 pm**

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

**Members absent** – None

**Persons desiring to be heard:** Carol Zuba from the Friends of the Library came to the meeting to share the mission statement of the Friends and share the group's goals. Terri Stegemeyer complimented the work that Jodi that has done and communicated that her time would be better spent supporting the library instead of arguing for the budget.

**Minutes read** – Yes, Tom made a motion to approve, seconded by John. All were in acceptance.

**Communications** – None

**Finance and Budget** – Reviewed the finances for the month. John made a motion to accept the May 2019 expenses of \$9,160.77, this was seconded by Tom. All were in acceptance.

**Building & Property Maintenance**– The monthly bug control service is \$175 per year. Jodi will follow up with the company to confirm if the monthly service includes an outside spray. There is an alarm system in the building. It costs \$1,400 per year and includes fire monitoring. The fire monitoring alone is \$40 per year. Tom made a motion to eliminate the alarm system and keep the fire monitoring. This was seconded by Roger with all members in acceptance.

**Directors report** – There was a call to the library asking if a staff member was alone. A police report was filed.

## **Old business** –

- a. **Book mobile – update-** Butler Square is under new management. Next month they will contact Jodi regarding the book mobile.
- b. **Staff/library hours** – No new updates.
- c. **Vision and planning – Village strategic plan update** – There was a survey issued to the village residents and businesses. The results will be compiled. There will be a planning session in August.
  - i. **Library goals and strategic plan – review, discussion, possible action** - The library is meeting all goals from last year. Discussed goals of the library. Need approval of the goals by August 31<sup>st</sup>.
- d. **Taylor Computers – annual work-laptop back-up, Patch Management – review, discussion and possible action** – Discussed the options available from Taylor Computers. Charlene made a motion to approve the laptop back-up for \$125/per year. It was seconded by Tom with all members in acceptance.
- e. **Fund Balance Policy – update-** Village Hall reviewed again. Can let the fund balance naturally accrue. The library can put 1% in budget and review again in a year.
- f. **Copier/Printer Tracking -update** – There are about 800 copies not accounted for. This could be from double sided printing. The library will start tracking 2 sided copies and charge for both sides.

## **New business**

- a. **Weekly Director's Update to Board – Discussion** – The board will be updated weekly. Jodi will update each Thursday via e-mail so there is not so much information presented at the meetings.
- b. **Waukesha County Library Standards Certification – Minimum to Exempt -review, discussion and possible action** – The certification needs to be filled out to be exempt from county tax. Can be finalized after the strategic plan is finalized.
- c. **Consideration to adjourn into Closed Session per Wis. Statutes 19.85 (1) (c) to consider the employment, promotion, compensation or performance evaluation of any public employee. – Item of Discussion: 2020 wages and Director evaluation**

Roger made a motion at 7:32 pm to go into closed session, it was seconded by John. All members were in acceptance.

Tom made a motion at 7:48 pm to go back into open session, it was seconded by Andrea. All members were in acceptance.

**2020 Budget – Discussion**– Need to determine how much to fund above the minimum set by the county.

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

Motion to adjourn at 7:56 pm by Tom, seconded by Roger, with a unanimous vote thereafter.

Submitted by: Andrea Van Gompel