

Spring Green Community Library Board Meeting
Monday, July 8, 2024

Present: Ed Lilla, Jeannie McCarville, Joy Kirkpatrick, Dede Holverson, Linda Kettner, Jordan Lagerman, Chris Ferguson

Absent:

Library Staff: Emily Whitmore (director), Bridget Roberts

Guests;

1. The meeting was called to order by Ed Lilla at 5:00 PM in compliance with the Wisconsin Open Meeting Law.
2. **Review and adopt agenda:** Linda Kettner moved to adopt the agenda, seconded by Joy Kirkpatrick. Motion carried.
3. **Consent agenda:** All matters under this item are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, the item will be removed from the consent agenda and will be considered separately.
 - a. **Review and approve minutes of June meeting**
 - b. **Approval of Treasurer's Report**
 - c. **Approval of Financial Report**
 - d. **Approval of Bills**Linda Kettner moved to approve items a, b and d, seconded by Jeannie McCarville. Motion carried.
Joy Kirkpatrick moved to approve item c, seconded by Jordan Lagerman. Motion carried.
4. **Director's Report:** Emily distributed her report.
5. **Friends Report:** The village wide garage sale is this weekend.
6. **Convene into Closed Session:** Action to convene into closed session under Sections 19.85(1)(c) of the Wisconsin Statutes for "Considering employment, promotion, compensation or performance evaluation date of any public employee over which the governmental body has jurisdiction or exercises responsibility."
 - a. **Director's Annual Review**Linda Kettner moved to convene into closed session, seconded by Jeannie McCarville. Roll call vote – McCarville-aye, Kirkpatrick-aye, Holverson-aye, Kettner-aye, Lagerman-aye, Ferguson-aye, Lilla-aye 7 ayes Motion carried.
7. **Reconvene into Open Session:** Linda Kettner moved to reconvene into Open Session, seconded by Dede Holverson. Roll call vote – McCarville-aye, Kirkpatrick-aye, Holverson-aye, Kettner-aye, Ferguson-aye, Lilla-aye 6 ayes Motion carried.

8. **Discussion and possible action on Director's Annual Review:** Jordan, Joy and Linda will meet to finalize this and then meet with Emily.
9. **Unfinished Business – Discussion and possible action on the following:**
 - a. **Library Improvements:** Materials are being ordered for the roofing project. The project is scheduled to begin middle to late August. The board voted on carpet and paint colors. Emily will tally the votes.
 - b. **Time and Materials Professional Services Agreement with Jewell Associates:** Linda Kettner moved to accept the agreement, seconded by Joy Kirkpatrick. Motion carried.
 - c. **Presentation at Village Board Meeting:** Emily felt it went well. There were good questions and feedback.
10. **New Business – Discussion and possible action on the following:**
 - a. **Renewing Board Members:** Linda Kettner, Chris Ferguson and Dede Holverson are up for renewal. These names will be submitted to the village board for reappointment.
 - b. **Spring Green Library Board Bylaws:** no action taken
 - c. **Furnace and Air Con Project:** ASAP reached out to Ed about the condensing units for the air conditioners.
 - d. **Financial Plan for Library Board Held Funds:** Emily distributed a proposed plan. No action was taken.
 - e. **Financial Policy:** Emily distributed a proposed plan. No action was taken.
 - f. **2025 Library Budget:** Emily presented a potential 2025 library budget.
 - g. **Strategic Planning – Goal Setting:** Emily presented a power point and asked for board input.
11. **General public comment:** Linda Kettner asked about landscape maintenance. Jessica Tripalin has started on it.
12. **Confirm date of next meeting - Monday, August 12, 2024 at 5:00 PM at the Village Hall**
13. **Adjourn:** Jeannie McCarville moved to adjourn the meeting, seconded by Chris Ferguson. Motion carried.

Linda Kettner