

Spring Green Community Library Board Meeting

Monday, August 12, 2024

Present: Ed Lilla, Jeannie McCarville, Jordan Lagerman, Joy Kirkpatrick

Absent: Linda Kettner, Dede Holverson, Chris Ferguson

Library Staff: Emily Whitmore (director), Bridget Roberts

1. The meeting was called to order by Ed Lilla at 5:00 PM in compliance with the Wisconsin Open Meetings Law.

2. **Review and adopt agenda:** Jeannie McCarville moved to adopt the agenda, seconded by Jordan Lagerman. Voice vote. 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 July meeting

b. Approval of Treasurer's Report

c. Approval of Financial Report

d. Approval of Bills

Jeannie McCarville moved to approve the Consent Agenda as presented, seconded by Joy Kirkpatrick. Voice vote. Motion carried.

4. **Director's Report:** Emily distributed her report.

5. **Friends Report:** Upcoming bake sale in December will be discussed in either September or October.

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

Joy Kirkpatrick moved to convene into closed session, seconded by Jordan Lagerman. Roll call vote – McCarville-aye, Kirkpatrick-aye, Lagerman-aye, Lilla-aye. 4 ayes. Motion carried.

7. Reconvene into Open Session: Jordan Lagerman moved to reconvene into Open Session, seconded by Joy Kirkpatrick. Roll call vote – McCarville-aye, Kirkpatrick-aye, Lagerman – aye, Lilla-aye. 4 ayes. Motion carried.

8. Discussion and possible action on Director’s Annual Salary: Joy Kirkpatrick moved, and Jordan Lagerman seconded, to approve a Director's Annual Salary in the 2025 budget of \$54,000. Voice vote. Motion carried.

9. Unfinished Business – Discussion and possible action on the following:

a. Library Improvements:

i. Library Roof and Exterior Improvement Project: Materials for the roof have not arrived yet. Jordan has not received a bill for the deposit yet. A different type of soffit other than what had been previously discussed had been offered for review but was declined.

ii. Main Library Improvement Project: Looking to schedule the carpet installation in November as the mover’s schedule is beginning to fill up for that time and we need to get on their schedule.

iii. Exterior Doors: Crash bar on the main lobby door continues to become stuck on a regular basis. Emily will work on a quote for a fix for both main lobby doors.

b. Strategic Plan 2024-2029: Final draft was reviewed. Jordan Lagerman moved, seconded by Jeannie McCarville, to adopt the Strategic Plan. Voice vote. Motion carried.

c. Financial Plan for Library Held Funds: Suggested edits will be made and presented for review at a future meeting. This plan will be reviewed annually moving forward once in place.

d. Financial Policy: Suggested edits will be made and presented for review at a future meeting.

e. 2025 Library Budget: Budget is due to the Village on 8/15. Board reviewed the final draft with few edits.

10. New Business – Discussion and possible action on the following:

a. Board Position Election: Joy Kirkpatrick moved, seconded by Jordan Lagerman, to keep Board Officers the same for the next year. Voice vote. Motion carried.

11. General public comment: None heard

12. Confirm date of next meeting - Monday, September 9th, 2024 at 5:00 PM

13. Adjourn: Jeannie McCarville moved to adjourn the meeting, seconded by Jordan Lagerman. Voice vote. Motion carried.

Jeannie McCarville