

Schreiner Memorial Library
Board of Trustees
Wednesday, August 9, 2023; 5:00 p.m.
Schreiner Memorial Library
113 West Elm Street, Lancaster, WI

Meeting Minutes

I. Call to Order Matt Pennekamp called the meeting to order at 5:00 pm

II. Roll Call - Josh McLimans - present, Carrie Post - present (arrived at 5:15), Carolyn Ingebritsen - present, Cindy Busch -present, Matt Pennekamp - present, Lisa Zabel- absent, Luann Droessler- absent, also present- Martha Bauer interim director (arrived after secretary's report)

III. Secretary's-Report - Minutes of July 12th meeting - Cindy made a motion to accept the minutes. Carolyn seconded the motion. The motion passed unanimously.

IV. Treasurer's Report -Last month's list of bills -Carolyn made a motion to approve the report. Matt seconded the motion. Motion passed unanimously.

V. Library Director's Report - Approval of fine fund expenditures - Cindy made a motion to approve the fine fund expenditures. Matt seconded the motion. Motion passed unanimously.

VI. Public Comments, Presentations, and Communications -none

VII. Trustee Comments- Cindy Busch reports that she got lots of positive comments about our facility last night at the summer nights event. She also says many cigarettes butts are near the library entrance on the benches. They are not being properly disposed of by library visitors who smoke, so looking into policy or laws to refer to remedy this situation.

Great job to Tara for fixing the large format printer. A special thank you from the board to Tara Fortney for all her work as interim director with the budget and everything she has done.

VIII. Committee Report

- A. Plaza Committee- Bricks were repaired, take a look at weeding of the plaza to make sure that it is done properly. Janitorial staff option would remedy this.
- B. Budget Committee -recommendation for the budget will be shared

IX. New Business

- A. Budget Recommendations - Several options that may/will be implemented: raising printing charges, longevity pay will be sustained with some of the book budget, programming funds may offset operating expenses, and staff will receive a 4.5% raise to meet the city's planned annual raise. Transparency increases along with staff hopefully feeling more valued and appreciated. Cindy made a motion for the budget of \$261,000 to be presented to the city for approval. Carolyn seconded the motion. Motion passed unanimously.
- B. Employee Birthday Holiday Policy -Matt motioned to approve the Birthday/holiday policy for the library employees after a discussion with Dave Kuihara. Josh McLimans seconded the motion. Motion passed unanimously.
- C. WordPress Website Upgrade - Martha would like to have an upgrade to the Business package because it offers plugins and no ads will be imposed on viewers. Carrie motioned to upgrade to the WordPress Business package for the library website. Matt seconded the motion. Motion passed unanimously.

X. Adjourn Cindy made a motion to adjourn the meeting at 5:48, Josh seconded the motion. Motion passed unanimously.

Next meeting: September 13, 2023, at 5:00 PM

Notice to Library Board members; Grant County Herald Independent; WGLR; City Clerk