

Schreiner Memorial Library
Board of Trustees
Wednesday, January 11, 2023; 5:00 p.m.
Schreiner Memorial Library
113 West Elm Street, Lancaster, WI

Meeting Minutes

- I. Call to Order -Meeting was called to order at 5:00 pm by Ashleigh Hampton. In attendance were interim director: Martha Bauer and library staff: Tara Fortney. Community members present David Varnam.
- II. Roll Call: [Carrie Post](#) here, [Josh McLimans](#) here, [Luann Droessler](#) present, [Cindy Busch](#) present, Matt Pennekamp present, Jan Schmidt present, [Ashleigh Hampton](#) present.
- III. Secretary's Report - Minutes of December 14, 2022 meeting - Jan made a motion to approve the minutes. Carrie seconded the motion. Motion carries unanimously.
- IV. Treasurer's Report -Last month's bill list-Matt motioned to approve the treasurer's report. Luann seconded the motion. Motion passed unanimously.
- V. Library Director's Report - Approval of fine fund expenditures - brief discussion with Tara offering library circulation details and a fire inspection was held in Dec. and the library passed the inspection. Annual Legislative day will be held Feb. 7th Anyone interested should let Tara know. Cindy made a motion to approve the fine fund expenditures. Luann seconded the motion. Motion passed unanimously.
- VI. Public comments, presentations, and communications- David Varnam has a concern about the library policy regarding children checking out items when their parents have placed restrictions on their library account about what materials they may access. His daughter was able to check out some restricted items while she was at the library with her grandmother, even though he had placed a restriction on YA materials on her account.
- VII. Committee Report
 - A. Plaza Committee- no report
 - B. Budget Committee - no report
 - C. Hiring Committee -no report
- VIII. Unfinished Business
 - A. Bylaws approval- Brief discussion and several amendments were made to clarify the bylaws. The new bylaws will be approved at our next meeting.
- IX. New Business
 - A. WiLS Board Education Proposal- Ashleigh presented the 5 options for the WiLS pd trustee training. We will speak with attorney Helmke about how we should post the training meeting and make sure we follow Robert's rules for this training. Matt made a motion for option #1 of the WiLS training for 1 meeting, 2 hours, virtually, at a cost of \$630. Carrie seconded the motion. Motion passed unanimously.
 - B. Interim Director Report - Martha Bauer has done some interviews, one-on-one interviews with staff, and an email was sent out to all staff members with expectations. Martha asked the Board if we want to consider a community survey to see if there is a desire for evening hours to return to normal. All board members agree that we would like to

return to regular hours, but to begin with 2 evenings with normal hours and a “slow start” by adding more evenings as more staff are available. Martha will bring job descriptions to us for review in the future, along with differences among the Library Assistants I, II, and IIIs. Programming policies may need to be created or rewritten about sales, after-hours events, and other operations for the Community Room. Luann motioned to have Martha join us each month for the board meeting in person. Josh seconded the motion. The motion passed unanimously.

- X. Trustee Comments- Matt wants to add to the agenda for the next meeting that we discuss our policies for parent restrictions on children’s accounts. Soup lunch is BACK on February 8th!
- XI. Adjourn- Cindy made a motion to adjourn the meeting at 5:49. Josh seconded the motion. Motion passed unanimously.

Next meeting: February 8, 2023 at 5:00 PM

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