



Schreiner Memorial Library

Board of Trustees

Wednesday, September 13, 2023; 5:00 p.m.

Schreiner Memorial Library

113 West Elm Street, Lancaster, WI

Meeting Minutes

I. Call to Order -The Meeting was called to order by Cindy Busch at 5:04 pm.

II. Roll Call- Carrie Post- here, [Lisa Zabel](#)-here, [Cindy Busch](#)-present, [Luann Droessler](#)-here also present Martha Bauer director. Absent, Carrie Ingebritsen, [Josh McLimans](#), [Matt Pennekamp](#)(arrived at 5:26).

III. Secretary's Report – Carrie motioned to approve the Minutes of the August 9<sup>th</sup> meeting. Luann seconded the motion. The motion passed unanimously.

IV. Treasurer's Report – Carrie motioned to approve the treasurer's report. Cindy seconded the motion. The motion passed unanimously.

V. Library Director's Report – Matt inquired about what “reference” questions” encompassed. Martha explained some types of questions that qualify as reference. Martha explained the performance reviews are mostly complete. Weekly one-on-ones will be conducted to increase communication and open lines. Carrie motioned to approve the fine fund expenditures. Luann seconded the motion. The motion passed unanimously.

VI. Public Comments, Presentations, and Communications -none

VII. Trustee Reports -Potosi held a book club meeting of 18 readers! Students that need to have new library cards reprinted, will be able to do so for free. Carrie is planning to have the kids get new copies of their library cards. Martha mentioned that WISCAT also has book club kits with 15-20 copies for the Potosi book club to look into. Matt asked about the details required for a library card application.

VIII. Committee Report

a. Plaza Committee - Cindy has turned over the duties of the plaza to Tami Chambers and Ashleigh Hampton [Emily Dhyanchand](#) is the new treasurer for the

Foundation.

b. Budget Committee budget approved for next year. Nothing new to report.

#### IX. New Business

a. Fine Fund Account Proposal – Martha would like to keep Fine Fund @ \$1000. The remaining funds will be moved into the library’s municipality checking account or general account for the library. Lisa made a motion to approve the fine fund account changes. Cindy seconded the motion. The motion passed unanimously.

b. Bank Signature Transition – discussion held about the new director, Martha Bauer, and president, Matt Pennekamp being added to the signature bank transactions. Luann made a motion to approve the additions. Cindy seconded the motion. The motion passed unanimously.

c. Proposed Custodian Job Description – Discussion held about all that is entailed in the outside cleanup work for the job description. Martha will add to the essential duties job of plaza weeding, sidewalk maintenance, and special projects. Change the 100 lbs. weight capacity to 50 lbs. [Luann Droessler](#) made a motion to approve the custodian job description with changes. Carrie seconded the motion. The motion passed unanimously.

d. Proposed Art Display Policy – Julie Zenz would like to curate the library’s art displays in the community rooms. We’d like to have a policy in place for Julie to use for interacting with the artists. Carrie made a motion to approve the art policy with changes. Lisa seconded the motion. The motion passed unanimously.

e. Proposed Filming, Photography, and Videography Policy – Filming, Photography, and Videography Policy will be reviewed by attorney Helmke to make sure it is consistent with the laws that it must be. Martha will share it with him and bring it back next month for final review.

X. Adjourn Carrie made a motion to adjourn the meeting at 6:19. Cindy seconded the motion. The motion passed unanimously.