

Schreiner Memorial Library
Board of Trustees
Wednesday, March 8, 2023; 5:00 p.m.
Schreiner Memorial Library
113 West Elm Street, Lancaster, WI

Meeting Minutes

- I. Call to Order - Ashleigh called the meeting to order at 5:00 pm.
- II. Roll Call- Matt Pennekamp - here, Carrie Post- present, Jan Schmidt- present, Ashleigh Hampton- present. Board members absent: Luann Droessler, Josh McLimans, and Cindy Busch. Also present were Martha Bauer -interim directors and Tara Fortney Assistant Librarian.
- III. Secretary's Report - Minutes of February 8 & 20, 2023 meetings - Jan made a motion to approve the meeting minutes with correction of Matt's arrival being added at 5:20 pm. Matt seconded the motion. The motion passed unanimously.
- IV. Treasurer's Report -Last month's list of bills - Matt motioned to approve the list of bills. Jan seconded the motion. The motion passed unanimously.
- V. Library Director's Report - Approval of fine fund expenditures - Martha gave a brief report of library operations. Matt made a motion to approve the fine fund expenditures. Jan seconded the motion. Motion passed unanimously.
- VI. Public Comments, Presentations, and Communications- Library is receiving a \$1000 check from Lancaster Thrift Shop for the children's library at Schreiner Memorial Library. Kristin made a request, which was granted.
- VII. Committee Report
 - A. Plaza Committee- Update -All bands are booked for the Summer Night on the Plaza to be held in collaboration with the Night Market. From June-September the events will have live music and a market.
 - B. Budget Committee -none
 - C. Hiring Committee -none
- VIII. Unfinished Business
 - A. Fine fund audit - Josh completed the audit and submitted it to Ashleigh to share. A discussion was held about the separation of the children's library budget/fine fund from the total budget. We would like to table the vote on this issue until April meeting to vote on any changes. Carrie made a motion to approve the fine fund audit. Jan seconded the motion. The motion passed unanimously.
- IX. New Business
 - A. Annual Monthly Task Plan calendar - Add the possible candidates we'd like to add to the Board to the calendar in January so that it can be presented to the mayor early. A discussion was held about potential Board members and it will be submitted to the mayor.
 - B. Trustee Ethics Statement - Board agrees to postpone action on until a discussion is held with more Board members.
 - C. Job Description Review - Martha said the director and library page job descriptions were ok the way they were. A discussion was held about changes that Martha would recommend

- for Assistant Librarian, Library Assistant Programming Coordinator, Library Assistant Genealogy and Local History Services Programming Coordinator, and Library Assistant positions. Matt made a motion to approve the job descriptions as discussed with slight changes to enhance uniformity. Jan seconded the motion. Motion passed unanimously.
- D. Review and Update Potosi Branch Agreement - Martha updated the agreement with some changes that may be relevant. Carrie made a motion to approve the Potosi agreement. Matt seconded the motion. Motion passed unanimously. Martha will reach out to Jesse Gavinski to determine next steps for gathering signatures from Potosi Town Council/Board members.
 - E. Membership in WiLS- Decision on joining this organization is postponed until our next meeting.
- X. Trustee Comments- Ashleigh will be leaving the Board after this term. Matt & Carrie mentioned what a pleasure it has been to work with her. Matt appreciated how well she was able to run meetings.
- XI. Adjourn- Carrie made a motion to adjourn the meeting at 6:36. Matt seconded the motion. Motion passed unanimously.

Next meeting: April 12, 2023, at 5:00 PM

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