

East Troy Lions Public Library

Board Meeting Minutes

November 24, 2020

- 1. Call to Order:** President Murphy called the meeting to order at 4:30 pm. Director Gartman and Trustees Brobst, Manschot, Nugent, and Thomas were present. Trustees Bartoli and Consiglio attended via videoconference.
- 2. Citizen Participation:** No citizen participation.
- 3. Approval of New Agenda:** Trustee Brobst moved and Trustee Manshot seconded to approve the New Agenda. Motion carried.
- 4. Approval of Library Board Minutes:** Approval of Minutes dated October 13, 2020 . Trustee Consiglio moved and Trustee Brobst seconded to approve the Minutes with name change in Future Items to Heritage Project. Motion carried.
- 5. Representative Reports:**
 - a. Town of East Troy:** No report
 - b. Town of Troy:** No report
 - c. Village of East Troy:** The 2021 Budget has been passed.
 - d. School Board:** The School Board held a Special Meeting on November 23rd to discuss the recent Walworth County Health Department communication. It was decided to continue the current hybrid model of instructional delivery after Thanksgiving.
 - e. Lakeshores Library System:** The Directors are working on a new Member Library Agreement which will contain detailed Basic Service Provisions. They provided an update on Walworth County Funding Provision. The DPI is changing the 2020 Annual Library Report to reflect the COVID experience. There is some early thought that the 2021 Summer Reading Program may need to be canceled.
 - f. East Troy Community Center:** They will contact us when there is something to report.
- 5. Director's Report: Discussion/Action Items:**
 - a. Library Expenditures Report - Money Collected - Library Financials (provided by the Village) - Library Statistics Report**

- b. Library Updates (Discussion): Programming Report** - Our Preschool Reading Program has been averaging about 10-12 children and 5-7 adults every Friday. Director Gartman and Sarah Halbesma from the Heritage have been discussing possible topics for future programs which include “Racism,” “How to Find Medical Info on the Web,” “Temperance and Prohibition in Walworth County (Blackberry Estate)”, and a rescheduled talk with Scott Seager about “Happenings in East Troy.” **Staff Activity & News** - East Staff Member has been taking turns tagging items with RFID tags. The Lower Level is finished. Christmas/Holiday Books, DVDs and CDs have been out for browsing and check-out. Rather than try and fit the large amount of Adult Christmas items on the counter opposite the front desk, two tables were brought up and placed in the back near the magazine rack to make a better organized and festive display. The Staff have begun the process of doing their Self-Evaluations and Goal Setting 2021 for their Annual Performance Evaluations. Gartman has assigned each the goal of visiting another library in the system to observe procedures there that may serve us well. **Building Update** - During the week of October 26th, the new handicapped handrail was installed. Our thanks to the Village DPW crew for putting it in. **Misc.** - Alarms greeted Gartman upon his arrival on Nov. 3rd suggesting a power outage during closed hours. The Internet and Wi-Fi were down and the back-up battery pack burned out. In lieu of a spare, Gartman purchased a 10 plug power supply with a heavy duty surge protector and reconfigured the plugs bringing back Internet and Wi-Fi.
- c. Use of Library Name Policy (Discussion & Action):** Trustee Nugent moved and Trustee Brobst seconded to approve the policy. Motion carried.
- d. Heritage Project (Discussion):** First meeting took place. The three entities appear very supportive. There are a lot of steps before it could take place. They are looking for input from the Library Board. The Heritage Board’s goal for a timeline would be three years in order to take advantage of the current low interest rates.

- e. **Friends of the Library Board (Discussion):** Friends have not met since February when only three people attended. Then COVID hit. Officers were selected to meet state requirements.
- f. **How to Google Meet (Discussion):** Directions were handed out. Trustee Bartoli attended this meeting via Google Meet. Consiglio was invited but had difficulties accessing the Meet. Troubleshooting was discussed.
- g. **Library Services & Covid 19 (Discussion & Action):** Trustee Nugent moved and Trustee Consiglio seconded to authorize Director Gartman to take appropriate measures as COVID develops. Motion carried.

6. Library Director's Performance Evaluation:

Pursuant to Wis. Stat. 19.85(1)(c) the Library Board may go into closed session to discuss performance and compensation for the Library Director and then move back into open session to complete the meeting.

Trustee Nugent moved and Trustee Brob seconded to move into closed session.

Roll call vote to go into closed session:

Consiglio– yes, Nugent – yes, Manchet – yes, Brobst – yes, Murphy – yes, Thomas -yes, Bartoli - yes

Board went into closed session at 5:32 pm.

Trustee Nugent moved and Trustee Thomas seconded to return to open session. Motion carried. Board returned to open session at 5:57.

- 7. **Library Board - Future Items:** Heritage Project needs, Director Evaluation in Closed Session
- 8. **Adjourn:** President Murphy adjourned the meeting at 5:59 pm.

Next meeting: Tuesday, December 8, 2020

Respectfully Submitted,

Tami Bartoli, Secretary