Westboro Public Library Board Meeting

February 9, 2016 - Minutes

1). Meeting called to order at 6:03pm by President Nancy Wiitala.

2). Roll Call – Trustees present – Nancy Wiitala, Lori Hanson, Lori Dums and Laura Jacobson. Library Director Candice Smith.

3). Motion to approve order of Agenda made by Jacobson, 2nd by Dums. Motion carried.

4). Motion to approve the January meeting minutes made by Wiitala, 2nd by Jacobson. Motion carried.

5). Act on treasurer’s report: Motion was made to accept the Treasurer’s report by Dums, 2nd by Jacobson. Motion carried.

6). Act on bills submitted for payment. Motion to pay bills as submitted was made by Jacobson, 2nd by Dums. Motion carried.

7). Director’s Report: Circulation for January 2016 was 627. Director Smith reported adult program – Cocoa/Chocolate/Canvas is scheduled for March 1st @ 6:00 or 6:30pm and the cost will be $35.00. She also received 2 quotes for the children’s table.

8). Discuss and act on Workshops. Director Smith reported a February 23rd workshop, Button Proof your Leadership @ Wausau. Motion was made to approve Director Smith to attend the workshop by Wiitala, 2nd by Jacobson. Motion carried.

9). Library Board to move to closed session. A motion was made by Hanson to move to closed session at 6:20pm and 2nd by Dums pursuant to exemption in WI Statutes 19.85 (1) (c) for employment, promotion, compensation, or performance evaluation date of any public employee under the jurisdiction of this particular governmental body.

* a. Review and discuss employee evaluation and pay increase

 Roll call: Nancy Wiitala, Lori Hanson, Lori Dums, Laura Jacobson. Motion carried.

10). Library board to move to open session. A motion was made by Hanson to move to open session at 6:50pm and 2nd by Jacobson pursuant to WI Statutes 19.83. Roll call: Nancy Wiitala, Lori Hanson, Lori Dums, Laura Jacobson. Motion carried.

11). Discuss and Act on Budget. No action taken.

12). Public Input. Brief discussion on Butter Braid Fundraiser. Director to get details for March meeting. Brief discussion on printers, director Smith to look into costs after budget is discussed and approved.

13). WVLS Trustee Essentials Chapter 20 – Library Director Certification. Brief discussion on required certifications. Chapter 21 – The Library Board and Accessible Services will be discussed at the next meeting.

14). The next regular meeting was set for March 8, 2016 @ 6:00pm.

11). Motion to adjourn was made by Dums, 2nd by Hanson. Motion carried. Meeting adjourned at 7:30pm.

*Submitted by Secretary Lori Hanson*