

**Library Board Minutes  
GREENDALE PUBLIC LIBRARY  
Wednesday, December 15, 2021**

President Dombrowski called the Regular meeting of the Greendale Public Library Board of Trustees to order at 5:30 PM.

Trustees Present: Amidzich, Dombrowski, Hughes, Jensen, Unger  
Excused: Kobleska  
Also Present: Van Klooster- Library Director

Library Director Van Klooster stated that the Agenda for this meeting had been published in compliance with the Open Meetings Law.

**PUBLIC COMMENTS (1)**

Lara Miller 5324 Lakeside Dr inquired if PAGE would continue to be allowed to distribute Hate Has No Home Here yard signs at the Library.

**APPROVAL OF THE MINUTES**

Trustee Unger moved, Trustee Hughes seconded approval of the November 17, 2021 minutes as presented.

Unger requested that Public Commenters' addresses be included in the Minutes. Van Klooster said these had not been provided by commenters at the November meeting.

Ayes: Unger, Hughes, Dombrowski      Noes: None      Abstentions: Jensen, Amidzich      Motion: Carried

**APPROVAL OF FINANCIAL REPORTS**

Check Register: November 2021

Trustee Amidzich moved, Trustee Jensen seconded approval of the November 2021 expenditures in the total amount of \$2,176.97

Ayes: All      Noes: None      Abstentions: None      Motion: Carried

**REVIEW OF FINANCIAL STATEMENTS**

a) Revenues and Expenditures to Actual Comparison: November 2021

Van Klooster noted that Operating Equipment will have a positive balance as planned due to nonrenewal of security gate annual insurance agreement. Jensen asked about plans for the cost of future repairs and if the gates' current operating condition has been checked. Van Klooster said they had not been checked, and said he has plans for more cost effective alternatives when repairs are eventually required.

b) Balance Sheet: November 2021

**UNFINISHED BUSINESS**

NONE

**NEW BUSINESS**

a) Consider a Motion to approve 2022 Library closings calendar

Trustee Hughes moved, Trustee Jensen seconded approval of the 2022 Library closings calendar as presented. Unger requested that the holiday terminology be changed from 'Spring Break' to 'Easter' and from 'Day Before..' to 'Christmas Eve' and 'New Year's Eve', respectively, for clarity. Van Klooster said the current terminology is the same as that used by the Village Personnel Manual section on Vacation, as well as address concerns brought forward by previous litigation. Van Klooster speculated that 'Christmas' is used in the Personnel Manual because it is now considered a 'secular holiday'. Amidzich inquired if the All Staff Day is the same as Park and Recreation's childcare calendar day. Van Klooster said he did not know but would communicate with P&R on the topic. Unger said that she approves of the actual days off because they are consistent with the previous years and wants to avoid confusion. Jensen advocated for being open as much as possible including December 23, and reminded the Board of her opinion that the Library should be open as much as possible.

Trustee Hughes moved, Trustee Jensen seconded approval of the 2022 Library closings calendar as amended by Unger.

Ayes: All      Noes: None      Abstentions: None      Motion: Carried

b) Discuss Director’s annual Action Plan and project plan

Van Klooster briefly reviewed the memo. Unger inquired about Van Klooster’s thoughts on increasing his visibility in the community. Van Klooster said his immediate thoughts are to help staff the Friends downtown market table on occasion, attend Greendale Chamber of Commerce events, and continue his practice of regularly working the public service desk.

c) Discuss quarterly report on Strategic Plan

Van Klooster briefly reviewed the memo. He said work on items 3b-d will begin in 2022. He said work on Director increased visibility as part of his annual action plan could help further these Goals.

d) Consider a Motion to approve revision of Policies to define Director authority

Trustee Unger moved, Trustee Jensen seconded addition of the following language to policy *Programs, Displays and Exhibits*, “Authority to approve Library-initiated and non-library-initiated programs, displays and exhibits shall be given to the Library Director.”, and to policy *Notices and Solicitations*, “The authority to approve notices for display shall be given to the Library Director or his/her designee.”

Ayes: All                                  Noes: None                                  Abstentions: None                                  Motion: Carried

**INFORMATIONAL AND DISCUSSION ITEMS**

- a) Library Director and Staff Reports: Van Klooster highlighted Dickens and 1000 Books Before Kindergarten
- b) President’s Report: Dombrowski highlighted Dickens
- c) Friends/Foundation Report: Van Klooster said there was no Friends meeting the preceding day. He mentioned their series of member profiles on the Friends Facebook page.

**CORRESPONDENCE**

Van Klooster summarized an open records request addressed to him but the contents of which required him to submit to the Village Manager’s office for action since it involved more Village staff than just the Library, regarding PAGE correspondence.

Van Klooster read an email from Lara Miller addressed to the Library Board email account. In it she inquired if PAGE would continue to be allowed to distribute Hate Has No Home Here yard signs at the Library.

**PUBLIC COMMENTS (2)**

NONE

**CLOSED SESSION**

Trustee Amidzich moved, Trustee Jensen seconded a motion to convene in Closed Session pursuant to Wisconsin State Statute Section 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. *Specifically to discuss the Library’s 2022 Wage Plan*

Ayes: All                                  Noes: None                                  Abstentions: None                                  Motion: Carried

**OPEN SESSION**

Trustee Hughes moved, Trustee Jensen seconded a motion to reconvene in Open Session.

Ayes: All                                  Noes: None                                  Abstentions: None                                  Motion: Carried

Trustee Hughes moved, Trustee Unger seconded a motion to approve the Library 2022 Wage Plan as proposed.

Ayes: All                                  Noes: None                                  Abstentions: None                                  Motion: Carried

**ADJOURNMENT**

The meeting adjourned at 6:32 PM.