

**Library Board Minutes  
GREENDALE PUBLIC LIBRARY  
Wednesday, April 17, 2019**

President Amidzich called the Regular meeting of the Greendale Public Library Board of Trustees to order at 5:00 PM.

Trustees Present: Amidzich, Dombrowski, Genz, Huberty, Kiltz, Jensen, Unger

Excused:

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**

NONE

**APPROVAL OF THE MINUTES**

Trustee Kiltz moved, Trustee Dombrowski seconded approval of the March 20, 2019 minutes.

Ayes: All

Noes: None

Motion to approve: Carried

**APPROVAL OF FINANCIAL REPORTS**

Check Register: March 2019

Trustee Kiltz moved, Trustee Huberty seconded approval of the March 2019 expenditures in the total amount of \$12,576.32

Ayes: All

Noes: None

Motion to approve: Carried

**REVIEW OF FINANCIAL STATEMENTS**

- a) Expenditures to Actual Comparison: 03/19
- b) Revenue to Actual Comparison: 03/19
- c) Balance Sheet: 02/19

**UNFINISHED BUSINESS**

- a) Library Board annual self-evaluation

The completed evaluation was discussed. Jensen feels having the strategic plan in place will help board in improving direction, Amidzich agrees. Amidzich discusses development of an annual calendar of reports, eg a Friends report after their annual meeting, strategic plan process check-ins, partnership updates, staff development and engagement updates, end of summer reading report. Kiltz recommends that reports reflect strategic priorities, and are an opportunity to establish goals and measures, wonders what those might be and what methods could be used for measuring progress, including online and paper surveys, ensuring resource allocation is appropriate, etc.

**NEW BUSINESS**

- a) Revision to policies to allow patron access to electronic resources without regard to fine amount

Trustee Jensen moved, Trustee Huberty seconded revision to *Policy-Public Computer Use* and *Policy-Library Card and Circulation* to allow access to all electronic resources without regard to fine amount. There was no special discussion or provision for hoopla as being separate from other resources.

Ayes: All  
Noes: None  
Motion to approve: Carried

b) Revision to *Policy-Meeting Room Use*

Trustee Kiltz moved, Trustee Jensen seconded revision to *Policy-Meeting Room Use* to accept Village legal counsel recommendations for revision.

Ayes: All  
Noes: None  
Motion to approve: Carried

c) Discuss process for aligning annual personnel evaluations with Village budget timeline

Library Board Trustees discussed the Village Trustees' recent consideration of conducting performance evaluations in June/July in order to prepare the upcoming budget with hard numbers. Evaluations would be completed in time for the Library Board to prepare a draft budget for submittal to the Village Manager as he begins to consider the overall municipal budget. Board requests that Van Klooster and the Circulation Supervisor conduct a 6-month review for all staff to be completed in July 2019, and then standard annual reviews in July thereafter.

**INFORMATIONAL AND DISCUSSION ITEMS**

a) Director's Report

Van Klooster highlighted the unique and relevant Lunch and Learn topics

b) Library Staff Report

c) President's Report

d) Friends of the Greendale Public Library Report

Trustee Huberty noted there is a rescheduled Friends Annual Meeting on May 21.

**CORRESPONDENCE**

None

**CLOSED SESSION**

Trustee Kiltz moved, Trustee Jensen seconded convening in Closed Session to discuss Library Director performance and probation evaluation; and review Resolution 2019-1: Library 2019 Salary Resolution

Ayes: All  
Noes: None  
Motion to approve: Carried

**RETURN TO OPEN SESSION**

Trustee Huberty moved, Trustee Jensen seconded returning to OPEN SESSION

Ayes: All  
Noes: None  
Motion to approve: Carried

a) Director performance and probation evaluation; and review Resolution 2019-1: Library 2019 Salary Resolution

Trustee Huberty moved, Trustee Dombrowski seconded approving Library Director performance and probation evaluation; and Resolution 2019-1: Library 2019 Salary Resolution as presented.

Ayes: All  
Noes: None  
Motion to approve: Carried

**ADJOURNMENT**

The meeting adjourned at 7:07 PM.