

**Library Board Minutes
GREENDALE PUBLIC LIBRARY
Wednesday June 20, 2018**

Trustee Kiltz called the Regular meeting of the Greendale Public Library Board of Trustees to order at 5:40 PM.

Trustees Present: Amidzich, Dombrowski, Huberty, Kiltz, Jensen.
Excused: Busalacchi, Lubing.
Also Present: Wms-Van Klooster- Library Director, Lisa Reinke-Youth Services Librarian

PUBLIC COMMENTS

None.

APPROVAL OF THE MINUTES

Regular meeting of May 16, 2018

Trustee Amidzich moved, Trustee Jensen seconded approval of the May 16, 2018 minutes.

Ayes: Amidzich, Dombrowski, Huberty, Kiltz, Jensen.

Noes: None.

Motion to approve: Carried

APPROVAL OF FINANCIAL REPORTS

Check Register: May 2018

Trustee Huberty moved, Trustee Amidzich seconded approval of the May 2018 expenditures in the amount of \$1596.77.

Ayes: Amidzich, Dombrowski, Huberty, Kiltz, Jensen.

Noes: None.

Motion to approve: Carried

REVIEW OF FINANCIAL STATEMENTS

- a) Expenditures to Actual Comparison: 04/18
- b) Revenue to Actual Comparison: 04/18
- c) Balance Sheet: 05/31/18

UNFINISHED BUSINESS

- a) Discuss Library Director 6 month plan for administrative activity

Trustees reviewed the plan. Discussion about the Friends and Foundation ensued with Trustee Kiltz offering the possibility of combining the Friends and Foundation into one organization with the shared goal of galvanizing support for the library. 2019 budget prep was noted as being informed by upcoming Board action on staff salaries.

- b) Review of Village Annual Financial Report ("audit") related to Library

Director Wms-VK shared evidence from the Village Annual Financial Report indicating that the Library is included in the audit. Trustee Kiltz offered that if the official audit did not call attention to any Library financials then all must be in order and a 'reset' at the occasion of the new Library Director should not be necessary.

NEW BUSINESS

- a) Consider a motion to adopt Library Board Resolution 2018-02, Appreciation of Marty Lubing, outgoing Library Board President. Trustee Kiltz inquired about the possibility of the Village Board of Trustees issuing the Resolution to Lubing. Director Wms-VK will investigate the process for proposing this.

Trustee Amidzich moved, Trustee Dombrowski seconded a motion to adopt Library Board Resolution 2018-02.

Ayes: Amidzich, Dombrowski, Huberty, Kiltz, Jensen.
Noes: None.
Motion to approve: Carried

INFORMATIONAL AND DISCUSSION ITEMS

a) Director's Report

Director Wms-Van Klooster highlighted the hours and work librarians have invested in sharing Summer Reading information with Greendale schools. He also noted his appreciation for the District's cooperation in accommodating Library staff.

b) Library Staff Report

c) President's Report

None.

d) Friends of the Greendale Public Library Report

Trustee Huberty reviewed highlights of the recent meeting.

e) Greendale Public Library Foundation Report

Trustee Kiltz summarized the earlier discussion regarding the Friends and Foundation by stating the Library Board prefers that the Friends and Foundation remain separate entities until the topic can be more fully explored as part of the Strategic Planning process.

CORRESPONDENCE

None.

CLOSED SESSION

Trustee Amidzich moved, Trustee Huberty seconded convening 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.

Ayes: Amidzich, Dombrowski, Huberty, Kiltz, Jensen.

Noes: None.

Motion to approve: Carried

RETURN TO OPEN SESSION

Trustee Amidzich moved, Trustee Jensen seconded returning to Open Session.

Ayes: Amidzich, Dombrowski, Huberty, Kiltz, Jensen.

Noes: None.

Motion to approve: Carried

a) Consider a motion to create position of Library Circulation Supervisor

Trustee Amidzich moved, Trustee Jensen seconded a motion to create the position of Library Circulation Supervisor based on the draft revision of the "Lead Clerk" job description included in the packet.

Ayes: Amidzich, Dombrowski, Huberty, Kiltz, Jensen.

Noes: None.

Motion to approve: Carried

b) Consider a motion to approve a 2018 Library Salary Resolution

Trustee Amidzich moved, Trustee Huberty seconded a motion to approve a 2018 Library Salary Resolution that adopts 2018-01-A, adds the Circulation Supervisor position retroactive to January 1, 2018, and provides a one-time bonus to one Lead Clerk for acting as a Circulation Supervisor from January through June of 2018.

Ayes: Amidzich, Dombrowski, Huberty, Kiltz, Jensen.

Noes: None.

Motion to approve: Carried

ADJOURNMENT

The meeting adjourned at 7:10 PM.