

Alice Baker Memorial Public Library
820 East Main Street
Eagle, WI 53119
Board of Trustees Agenda
Monday, July 8, 2019
6:30 p.m.

LIBRARY BOARD MEETING

Present: A. Chase, N. Wilhelm, B. Gunderson, D. West, D. Williams, I. Roberts, C. Shamsi., M. Rice, T. Burstein

Absent: K. Retzke

1. **Call to order:** Meeting was called to order at 6:32pm by President N. Wilhelm.
2. **Pledge of Allegiance**
3. **Approval of agenda:** A motion to approve the agenda was made by T. Burstein and seconded by I. Roberts. Upon voice vote, motion carried.
4. **Approval of Minutes from June 10, 2019:** A motion to approve June minutes was made by M. Rice and seconded by B. Gunderson. Upon voice vote, motion carried.
5. **Consent Agenda:** A motion to approve consent agenda was made by T. Burstein and seconded by M. Rice. Upon voice vote, motions carried.
6. **Village Representative's Report:** M. Rice shared with the Board the St. Theresa property may be changed to residential. Selling is happening – welcome packets are being mailed to the Village residents with pertinent Village information along with the Recreation Department current and upcoming programs. The Village of Eagle has joined the Waukesha County Center for Growth. The railroad investigation is still in progress. Conceal and carry was mentioned due to the library being part of the municipal building.
7. **Town Representative's Report:** D. West shared the road improvements for Sprague Road. The contractor used a different gravel to resurface, and the road is a lot smoother. Stage one of the crack filling will be started soon. Some lots have already been sold in the new subdivision.
8. **Director's Report:** A. Chase shared how we were one of six libraries in the positive for the year. There are not as many DVDs circulating, but books are still good.. Staff are doing a great job and enjoy helping all the families coming in to visit the library. Adult fiction books are being relabeled and put into series order. This is a major project but should help customers and with the selection/deselection of books.
9. **Other Business**
 - a. **Consider/Approve Employee Handbook:** N. Wilhelm started off by thanking everyone who helped with producing the Handbook. She thanked Alli for all her hard work, the Personnel Committee, B. Gunderson, T. Burstein and A. Chase for all the time spent in content reviews, and I. Roberts for the excellent proof read. She mentioned the change that needs to be made for background check. N. Wilhelm also brought up how weapons are read in the handbook; no changes will be made, she just wanted it to be read to the board. M. Rice stated he thinks the handbook is laid out very professionally. B. Gunderson thanked N. Wilhelm and stated she should get a lot of credit for all the work she has done. D. West also stated the handbook has been put together great. He had a question in regard to health insurance. A. Chase also thanked everyone; she

is very happy to have the handbook in place. M. Rice made a motion to approve the handbook with a revision to section E and B. Gunderson seconded.

- b. **Strategic Plan:** N. Wilhelm stated she will update and send out the Strategic Plan on how we are doing. N. Wilhelm would like to see new employees receive the strategic plan as there are many important things about the library.
 - c. **Action Item – Waukesha County Library Standards Certification** – A. Chase shared the deadline of August 31, 2019. At this time, we are able to state we have met all standards for 2019. The collection size based on the population for Eagle is now over the required 38,000 items. N. Wilhelm as President and A. Chase as Library Director will sign report and A. Chase will send it back to the Bridges Library System ahead of the deadline..
 - d. **Report – Bridges Library System:** N. Wilhelm was not at the last meeting.
 - d. **Library Board email accounts:** A. Chase stated this was a reminder for board member email and it has been taken care of.
 - e. **Webcasts & Lunch: WI Trustee Training Week 2019:** A. Chase stated there will be lunch and learn sessions every day the week of August 12th. Trustees should RSVP.
10. **Future Agenda Items:** Preliminary budget will be talked about at the next meeting. Tax determination letter will be discussed at the next meeting as well.
11. **Next meeting date:** Monday, August 12, 2019
12. **Adjourn:** D. West moved to adjourn the meeting and T. Burstein seconded at 7:53pm. Upon voice vote, motion carried.

NOTICE: It is possible that members of, and possibly a quorum of, other governmental bodies of the Town or Village may be in attendance at the above stated meetings to gather information. No action will be taken by any governmental body at the above stated meeting other than the Library Board. Please be advised that it is possible that the order of items on this agenda may be altered.