

Alice Baker Memorial Public Library
820 East Main Street
Eagle, WI 53119
Board of Trustees Agenda
Monday, May 13, 2019
6:30 p.m.

LIBRARY BOARD APPROVED MINUTES

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 6:30pm by President N. Wilhelm.
2. **Introductions**
3. **Pledge of Allegiance**
4. **Approval of agenda:** Board approved moving the report by the Town Representative higher up in the agenda. A motion to approve the agenda was made by B.Gunderson and seconded by D. Williams. Upon voice vote, motion carried.
5. **Approval of Minutes from April 8, 2019:** A motion to approve April 8, 2019 minutes was made by D. Williams and seconded by I. Roberts. Upon voice vote, motion carried.
5. **Consent Agenda:** A motion to approve consent agenda was made by I. Robert and seconded by D. West Upon voice vote, motion carried
6. **Village Representative's Report:** Mike Rice shared with the board how the Village of Eagle plans to have pot holes and cracks filled this summer. He spoke about the railroad company having the authority to allow trains to travel through the Village at 40 miles an hour. The Village is going to appeal the change with the train speed. Next step in the process is a letter being sent. A public hearing will then be held and the village is trying to have it held in Eagle. Train currently runs at 25 miles per hour.
7. **Town Representative's Report:** D.West reported out everything that was accomplished last year in the Town of Eagle. Confirmed that Sprague Road will be done end of this month or beginning of June. And then they will come back and remove the pea gravel. Last year 16 culverts were put in. Salt bowl has been put in for the salt to run there and not in the ground. 150 ton of salt last year 3 to 1 ration of sand. Quite a bit of bit of salt and sand for a year. No major road construction planned this year.
8. **Director's Report:** April only down 1.27% were up in March but Easter was in April. Overdrive is doing very well. Village and town have been stable in what is being taken out. Programming was really good in April and May. Program with Eagle Nature Trail. Getting ready for summer reading program. 12-15 library cards issued in the last 2 weeks. Staff had LEAP training. People have expressed how they would like a catalog app.
9. **Other Business**
 - a. **Update – Employee Handbook:** N. Wilhelm shared with the board how the employee handbook has been sent to attorney to review. She is hoping to have it in front of the board for approval next meeting.

b. Distribution of Personnel Cmte. agenda and minutes from April 30, 2019:

Agenda and minutes from meeting on April 30, 2019 was shared with the board.

c. Report – Personnel Cmte; Alli shared with the board there are four candidates to be interviewed for the two position of “floater”.

d. Discussion and possible action regarding donations for the library: D. Williams brought up the topic of how donations are accepted by the library. Nancy Wilhelm and Alli are going to work together on setting up “How to Give” information on the web site. Nancy Wilhelm spoke about the need for the library to be able to accept donations from stocks.

e. Strategic Plan Review: N. Wilhelm stated Strategic Plan Review is continuing to be on track. Marketing committee will reconvene in May.

f. Discussion and possible action regarding impact fees and next steps: D. Williams handed out documents explaining impact fees money and what it could be used for. This will be discussed at a later time. Next step is to find out if and how we can use the impact fees. Also what can we use it for and how do we get it.

g. Report – WAPL Conference: Alli Chase went to conference Wednesday through Friday. She attended multiple ten presentations. She attended the keynote speaker presentation who spoke about marketing success.

h. Report – Eagle Nature Trail: Report that Alice Baker Library Photo Contest begins June 1. This is the 4th year. Meeting for Eagle Nature Trail is next Monday. A guided walking tour has started the first of every month. Five or six people came. There has been a lot of water damage but a lot of volunteers have helped clean it up.

i. On behalf of the Library Director and Library Board, thank you to Village Trustee Matt Leppard for serving on the Library Board.

10 **Future Agenda Items:** Present minutes from March for approval.

11. Next meeting date: Monday, June 10, 2019

12. **Adjourn:** B. Gunderson moved to adjourn meeting and T. Burstein seconded at 7.57pm. 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.