

## **Alice Baker Memorial Public Library**

820 East Main Street

Eagle, WI 53119

Board of Trustees Agenda

Monday, September 11, 2023

### **APPROVED MINUTES**

The September meeting of the Board of Trustees of the Alice Baker Memorial Library was called to order by President Nancy Wilhelm at 6:30 p.m. Present were: President Nancy Wilhelm and Trustees: T. Burstein, C. Dressel, B. Gunderson, J. Kujawa, C. Lauterbach, J. Rozinski, and P. Symons; Library Director A. Chase, and Library Staff Member A.L. Simons. Board member I. Roberts was excused. The Pledge of Allegiance was led by N. Wilhelm.

It was moved by C. Lauterbach and seconded by J. Rozinski that the minutes of the August 14, 2023 meeting of the Board be approved. The motion passed by voice vote.

It was moved by B. Gunderson to approve the consent agenda (list of checks written, monthly financials report, cardmember detail, cardmember summary, lists of checks to be written and treasurer's report), seconded by T. Burstein. I. Roberts advised in advance that there was nothing further to report. The motion passed by voice vote.

**Village Representative's Report**—C. Lauterbach reported that a special budget meeting was held last week.

**Town Representative's Report**—J. Rozinski reported that the town board agreed to give \$42,000 to the Kettle Moraine Fire District for its operations. A panel has been appointed to review the town's firearms ordinance in advance of a spring election ballot referendum. The board is also working on its 2024 budget.

**MASD Representative's Report**—J. Kujawa reported that the new school year is going well. The district is conducting a survey to gauge community support for different options—including a new middle school and updates to the high school—so an appropriate referendum can be added to the spring ballot. The Mukwonago Education Foundation's 18<sup>th</sup> Annual Gala is set for September 30, a fund-raiser for grants to promote student achievement.

**RFID Project Update**—A. Chase reported that the tagging team is still tagging adult non-fiction. The library was closed from 9 a.m. to 1 p.m. August 23 for tagging.

**Youth Librarian Job Description: Discussion and Possible Action**—B. Gunderson presented the revised description, following discussion at last month's board meeting. J. Rozinski recommended that verbiage be changed in item in the "Additional Knowledge, Skills and Abilities" section. It was moved by B. Gunderson and seconded by C. Lauterbach to approve the job description with the revised wording. The motion passed by voice vote.

**Bookkeeper/Magazine Entry Job Description Draft: Discussion and Possible Action—B.**

Gunderson presented the description. No revisions were suggested by board members. It was moved by B. Gunderson and seconded by C. Lauterbach to approve the description, and the motion was approved by voice vote. All current positions now have board-approved job descriptions.

**2024 Annual ABML Budget Draft: Discussion and Possible Action—A.** Chase presented the proposed 2024 library budget. N. Wilhelm pointed out that because performance evaluations have not been done and salary increases have not yet been determined, no action can be taken on the budget at this time. A special budget meeting is set for Monday, September 18 at 6 p.m. It was moved by C. Lauterbach and seconded by T. Burstein to table discussion until then. The motion passed by voice vote.

**Director's Report—A.** Chase reported that library usage was down in August. The library will be hiring a part-time clerk to fill in for staff taking time off. Upcoming events include a Back-to-School Open House September 18, Bridges Library System Trustee Appreciation September 28, and a variety of programs throughout the next two months, including a ProHealth flu shot clinic October 10.

A.L. Simons shared that Teen Read Week will be held October 9-14, which will include activities and a chance to win a pizza party. The children's non-fiction and holiday collections are being revamped. In addition, A.L. Simons is continuing her studies at UW-Milwaukee.

**Board President's Report—N.** Wilhelm reported that the Bridges Library System's meeting September 20 will be held at Alice Baker Memorial Public Library. Board members are invited to stop by at 2:30 p.m. Nature Trail Photo Contest entries are fewer than years past, possibly due to hot weather affecting flower blooms and the frequency of Monarch butterflies.

**Future Agenda Items—**Payroll services.

**Next Regular Board Meeting—**October 9, 2023.

It was moved by C. Lauterbach and seconded by T. Burstein for the meeting to be adjourned. The motion passed by voice vote, and the meeting was adjourned at 7:24 p.m.