

The regular meeting of the Clintonville Library Board was called to order by President Mike Hankins at 4:04 p.m. in accordance with Wisconsin Open Meeting Laws and ADA requirements.

The following members responded to roll call: Donna Lederer, Virginia Federwitz, Mike Hankins, Jeanine Supanich, Polly Goodell, and David Dyb. Absent: Sara Mullen-Hornung. Others present: Director Jamie Hein and Youth Services Librarian Katherine Freund.

Moved by Lederer, seconded by Goodell to approve the agenda as printed. Motion carried unanimously.

Citizens Forum: No citizens present

No one was present to report for the Friends of the Library.

### **Library Fines**

Moved by Hankins, seconded by Supanich to approve the updated circulation policy in removing fines for juvenile materials and accounts. Roll call vote was taken. Motion carried unanimously.

Moved by Supanich, seconded by Lederer to approve the minutes of the July 11, 2019 regular meeting as printed. Motion carried unanimously.

Moved by Dyb, seconded by Lederer to approve the July Financial Report and Special Accounts Report as printed. Roll call vote was taken. Motion carried unanimously.

Moved by Hankins, seconded by Goodell to approve the total August expenses, including salaries, in the amount of \$32,726.44. Roll call vote was taken. Motion carried unanimously.

The Librarian's Report was discussed and ordered filed.

## **BUSINESS**

### **Clintonville Library Hall of Fame**

Doris Abrahamson is the first inductee into the Hall of Fame. A press release has been prepared to publicize this. It will be released to the newspapers and posted on the Chamber of Commerce and Library websites. A presentation will be made at the F.O.L. annual meeting.

### **Trustee Essentials Chapter 3**

The Board reviewed Chapter 3 of Trustee Essentials. It dealt with Bylaws—Organizing the Board for Effective Action.

### **Staff Attendance at the WLA 2019 Conference**

Moved by Dyb, seconded by Goodell to approve the attendance of Director Hein, Youth Services Librarian Katherine Freund, and Technical Services Librarian Ashley Borman to the WLA Conference

October 8-11 at the Kalahari at a cost not to exceed \$1500. Roll call vote was taken. Motion carried unanimously.

**October Meeting Date**

The usual board meeting date in October conflicts with WLA conference. The October Board meeting will be Tuesday, October 8<sup>th</sup> at 4:00 p.m.

**Library Garden**

Sarah Hankins has taken the responsibility for the weeding and maintenance of the library garden. The Board discussed the removal of bushes and revamping of the amphitheater area. Before any action is taken, there should be consultations with the Youth Services Librarian and landscapers as to the possibilities.

**2020 Budget**

The first draft of the 2020 budget was presented to the Board. Director Hein is still waiting on figures for staff benefits and building insurance which, in turn, will affect other figures. A 2% cost of living increase will be given to all staff.

**Closed Session/Director’s Performance Evaluation**

Moved by Supanich, seconded by Lederer to adjourn into closed session pursuant to Wisconsin State Stats 19.85 (1) (c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility/Director’s Performance Appraisal. Roll call vote was taken. Motion carried unanimously. Director Hein attended this closed session.

Moved by Supanich, seconded by Goodell to reconvene into open session. Roll call vote was taken. Motion carried unanimously.

Moved by Dyb, seconded by Goodell to approve the newly revised performance evaluation form for the Director. Roll call vote was taken. Motion carried unanimously.

The Board should complete the evaluation form, taking into consideration the list of the Director’s accomplishments in the past year, and have it ready for discussion at the September meeting.

**Next Meeting Date and Time**

The next meeting will be Thursday, September 12<sup>th</sup> at 4:30 p.m.

Moved by Lederer, seconded by Supanich to adjourn at 5:40 p.m. Motion carried unanimously.

Respectfully submitted,

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Approved

Virginia Federwitz, Secretary