

The regular meeting of the Clintonville Library Board was called to order by President Mike Hankins at 4:01 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, Polly Goodell and David Dyb. Members Jeanine Supanich and Sara Mullen-Hornung were absent because they were attending a Library Trustees workshop. Others present: Director Jamie Hein.

Moved by Hankins, seconded by Lederer to approve the agenda as revised. Motion carried unanimously.

Citizens Forum: No citizens present

No one was present from the Friends of the Library was present to give a report.

Moved by Lederer, seconded by Goodell to approve the minutes of the April 12, 2018 regular meeting as printed. Motion carried unanimously.

Moved by Lederer, seconded by Goodell to approve the April Financial Report and Special Accounts Report as printed. Roll call vote was taken. Motion carried unanimously. Moved by Hankins, seconded by Lederer to authorize Director Hein to reinvest the Mantin CD and the Combined CD at the best rate at a local financial institution. Roll call vote was taken. Motion carried unanimously.

Moved by Lederer, seconded by Goodell to approve the total May expenses, including salaries, in the amount of \$28,206.69. Roll call vote was taken. Motion carried unanimously.

The Librarian's Report was discussed and ordered filed.

## **BUSINESS**

### **Director's Performance Appraisal**

Moved by Lederer, seconded by Goodell 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.

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

### **Youth Services Librarian Job Description and Pay Range**

Moved by Federwitz, seconded by Dyb to approve the revised Youth Services Librarian job description and pay range. Roll call vote was taken. Motion carried unanimously.

**Public Library System Redesign**

Director Hein asked if there were any questions concerning the information in the packet regarding the Public Library System Redesign project.

**OWLS Membership Agreement**

Moved by Goodell, seconded by Federwitz to accept the new OWLS Membership Agreement. Roll call vote was taken. Motion carried unanimously.

**Emergencies/Disasters Policy**

The following change to the policy was discussed. "If the Library remains open and if a staff member chooses not to work during his/her scheduled hours due to hazardous travel conditions, the employee may use vacation or personal time in lieu of forfeiting pay, or s/he can make up any or all of the time if it can be accomplished in the same week. If the Library closes, the Director (or senior staff member) will notify scheduled employees of the hazardous travel conditions and direct them to stay home. Employees scheduled to work who are directed to stay home will be paid for their scheduled hours." Action was tabled until the city acts on this policy.

There is no provision in the policy for an active shooter situation. Director Hein was directed to consult with the police department for further information.

**Unattended/Disruptive Children Policy**

The Board delayed action on this policy feeling that more input was needed. Information will be garnered from the city's legal counsel, other libraries, and the Park and Rec Department.

**Honoring Important Clintonville Library Figures**

The discussion continued as to what criteria should be used in honoring important figures of the Clintonville Public Library.

**Next Meeting Day and Time**

The next meeting will be held Thursday, June 14<sup>th</sup> at 4:00 p.m.

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

Respectfully submitted,

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Approved

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Virginia Federwitz, Secretary