

**Winneconne Public Library Board of Trustees**  
**Meeting Minutes**  
**Monday, October 19, 2020**

**Meeting called to order by Library Board President Jeff Jensen at 5:30pm.**

The meeting was held in person in the 2<sup>nd</sup> floor community meeting room of the Village of Winneconne Municipal Center and virtually via Zoom.

**ROLL CALL**

Members Present in person:

Jeff Jensen, Tom Snider, John Broderick, Gary Witzke, Mary Brefeld, and Dana Jerabek

Absent:

Also Present in person: Holly Selwitschka

Present via Zoom: none

**PUBLIC PARTICIPATION** none

**CONSENT AGENDA**

Request by Jensen to include Closed session minutes to read, "A personnel matter was discussed."

**Motion by Brefeld to approve the Consent Agenda with the change in the minutes to add the closed session minutes.**

**Second: Broderick**

**Vote: Brefeld – yes**

**Broderick – yes**

**Witzke – yes**

**Snider – yes**

**Jerabek - yes**

**Jensen – yes**

**Motion carried.**

**DIRECTOR'S REPORT**

- Holly reviewed the items from her director's report that were not on the agenda. She shared correspondence from WI Department of Public Instruction regarding their recommendations for public libraries to follow the governor's Executive Order #3, which limits capacity of buildings to 25% due to COVID-19.

**OLD BUSINESS**

**Library Closure/ Re-opening Plan and Staff Exposure Procedures, COVID-19**

Library board members reviewed the plan. Holly requested Board approval since some of the procedures pertain to personnel policy regarding how to handle time off, pay and work from home.

**Motion by Snider to accept the Library Closure/ Re-opening Plan**

**Second: Brefeld**

**Vote: unanimous**

**Motion carried.**

## **2021 Budget Review**

Holly reviewed the budget proposal for 2021 with the board by going through each item line. Suggested changes included: Add the word Grants to the Restricted Donations item line title; take a closer look at the difference in staffing costs from the current year to the projected expense for this year to be sure it's accurate – Holly will create a chart of staffing costs to easily visualize the changes from one year to the next; Consider adding to the Printing and Publishing line, as this year the line was over-spent, and to the Cleaning Line for 2021, in anticipation of COVID-related cleaning costs.

## **2020 Budget Surplus Workshop**

Holly demonstrated a worksheet she had created to play around with options for making the best use of the library's budget surplus, which was due to staff shortages through the majority of the year. She will send out the spreadsheet to each of the board members for them to explore on their own and revisit at the November meeting. This expense should not be decided until all the final numbers for the budget are entered for 2020.

## **Closed Session:**

**Motion by Snider to enter closed session Pursuant to Section 19.85(1)(c) of the Wisconsin State Statutes in order to discuss matters pertaining to the employment, promotion, compensation or performance evaluation data.**

**Second: Broderick**

**Vote: Snider – yes**

**Broderick – yes**

**Witzke – yes**

**Brefeld – yes**

**Jerabek – yes**

**Jensen – yes**

**Library Board entered closed session at 6:40pm.**

Closed Session Minutes: The review of the library director will conclude in January.

**Motion by Witzke to re-enter open session Pursuant to Section 19.85(1)(c) of the Wisconsin State Statutes in order to discuss matters pertaining to the employment, promotion, compensation or performance evaluation data.**

**Second: Snider**

**Vote: Witzke – yes**

**Snider – yes**

**Broderick – yes**

**Brefeld – yes**

**Jerabek – yes**

**Jensen – yes**

**Library Board re-entered open session at 7:06pm.**

## **NEW BUSINESS**

### **Personnel policy Updates**

Discussion to offer paid time off to part time employees. Holly will make the recommended changes to the policy and bring it back to the board for further consideration in November.

### **Library staff wage adjustments**

This item will be brought back in November and discussed with the passing of the 2021 budget.

### **Joint Library Committee Appointments**

Confirmation was received that both Tom Snider and Mary Brefeld will continue to serve on the joint library committee with John Broderick. Tom is checking to see if there will be a new representative from the Town of Winneconne.

### **Winneconne Thrift and Gift Grant**

**Motion by Snider to accept the grant from the Winneconne Thrift and Gift in the amount of \$1,020 and request that it be restricted for use in 2021 to support WIFI hotspot service.**

**Second: Broderick**

**Vote: Unanimous**

**Motion carried.**

### **Schedule of Closed Dates in 2021**

This item will be discussed at the November meeting.

### **Future Library Board Meeting Dates**

The library board set the regular day and times for library board meetings going forward to the 3<sup>rd</sup> Monday of each month at 5:30pm.

The Next Library Board meeting will be Monday, November 16 at 5:30pm.

### **ITEMS FOR THE NEXT MEETING:**

Year-end budget surplus workshop/ discussion

2021 Budget Proposal

Closed Session

Schedule of Closed Days in 2021

Library Staff Wages

Personnel Policy Updates/ PTO for PT staff policy

The meeting was adjourned at 7:10pm by Library Board President Jeff Jensen.