

Winneconne Public Library Board of Trustees

Meeting Minutes

Monday, November 12, 2020

Meeting called to order by Library Board President Jeff Jensen at 5:05pm.

The meeting was held in person in the 2nd floor community meeting room of the Village of Winneconne Municipal Center with an option to attend via Zoom.

ROLL CALL

Members Present in person:

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

Absent: John Broderick (excused)

Also Present in Person: Holly Selwitschka, David Porter, Peggy Larson WCSD superintendent

Also Present via Zoom: Clairellyn Sommersmith (Winnefox), Dana Woods (Winneconne News), Jason Selwitschka

PUBLIC PARTICIPATION none

CONSENT AGENDA

Motion by Brefeld to approve the Consent Agenda.

Second: Witzke

Motion by Brefeld to amend the motion to approve the Consent Agenda to remove payment of the legal bill for consideration at the December meeting.

Second: Witzke

Vote: Brefeld – yes

Witzke – yes

Jerabek - yes

Snider – yes

Jensen – yes

Motion carried.

Director Report:

The director report was brief. In the two weeks that has passed since the last library board meeting, Holly has been focusing on cleaning up old files, closing up odds and ends and preparing notes for the next Library Director. Witzke had a question about outstanding grants. Holly reviewed the grants and their progress at this time: 1)WI Cares grant from WI Humanities Council will be closed out with a report that Holly is currently working on completing; 2)Winneconne Thrift & Gift money has been received and paid into the Winnefox Reserve account to save for the Hotspot service bill in 2021; 3)Winneconne Area Community Foundation grant money has not yet been received and as such is not yet documented with the Village.

Review and Approve Library Budget Proposal for 2021.

Holly reviewed the budget proposal with the board and answered questions.

MOTION by Brefeld to accept the 2021 Library Budget proposal.

Second: Witzke

Roll Call Vote: Brefeld – yes

Witzke – yes

Jerabek – yes

Snider – yes

Jensen – yes

Revisions to Winneconne Public Library Personnel Policy, addition of Part Time PTO benefit

This was tabled to revisit after new director has been hired.

Part Time Staff Wage Increases

The board asked Holly to create a chart detailing the difference in costs from 2020 to the proposal for 2021 and bring back wage increases for consideration in December.

Library Director Job Description

After some discussion, it was decided to keep the current job description for use in the new director search without making any changes at this time.

Discuss Hiring and Recruitment of New Library Director

Peggy Larson asked about the possibility of joining the public and school libraries. Library Board members expressed interest into gathering more information.

Jensen appointed Clairellyn Sommersmith, Assistant Director of Winnefox Library System, to the Hiring committee.

Jensen reviewed the dates and plan for the hiring procedures:

- Applications due end of business on Monday, November 23
- Committee meeting 5pm in Annex to choose top 10 applicants on Tuesday, November 24
- Committee meetings Monday, November 30, Tuesday, December 1 and possibly Saturday December 5 to conduct initial screening interviews via Zoom
- Final interviews with Full Library Board will be in person after the Library Board Meeting on Monday, December 7

The Next Library Board meeting will be Monday, December 7 at 5:30pm.

ITEMS FOR THE NEXT MEETING:

Year-end budget surplus workshop/ discussion

Approve 2021 Library Staff Wages

Personnel Policy Updates/ PTO for PT staff policy (future discussion)

Closed Session Library Director interviews

The meeting was adjourned at 6:50pm by Library Board President Jeff Jensen.