



**Library Board of Trustees—Meeting Minutes
Thursday, November 17, 2022**

Brodhead Memorial Public Library

Meeting of the Brodhead Memorial Library Board was called to order by Treasurer Cassandra Huffman at 4:01. Members in attendance were Nancy Nettesheim, Jill Baxter, Kirsten Novy Katrina Dunlavy. Ann Anderson arrived at 4:47.

Motion was made to approve and deviate from the written agenda if needed. Motion by Jill Baxter; second K.Novy.

Minutes were approved as written following a motion from K. Huffman and a second from K. Novy

There was one public comment concerning the malfunction of the bathroom automatic light timer. The issue has been addressed.

The 2023 Draft Budget for the library has been submitted and approved.

Following a discussion of the Library Personnel Manual, a motion to approve the change in hours of operation at the Brodhead memorial Public Library was formally changed. Motion made by K. Novy and seconded by J. Baxter.

A motion was made by A. Anderson to adopt the SCLS policy for the deletion of ten year old files. K. Novy seconded. Motion passed.

The need for monthly policy review was agreed to. K. Novy made a motion to schedule one policy to review each month. A. Anderson seconded. Motion was approved.

The financial report included two reimbursements. Katrina Sarow - \$6.59 for supplies. Kyle Domer - \$139.50 for membership fee to WLA. A motion was made to approve Kyle Domer as a signatory for the funds held at the Sugar River Bank. Motion made by A. Anderson and seconded by K. Huffman. There will also be rollover of unspent funds from the 2022 Library Budget due to the discrepancy between the salaries of the former and present directors. The financial report was approved following a motion from K. Novy and a second from A. Anderson.

The Director's Report was given. It was approved following a motion by A.Anderson and a second from K. Huffman.

Future agenda items will include the finalizing of the 2023 Library Budget, review financial policy and resubmit name for the remaining open library board seat.

Following a motion by A. Anderson and a second by K. Novy the board adjourned to closed session per Wisconsin 19.85 (1) (c) for the purpose of considering employment, compensation, or performance evaluation data of any public employee(s) over which the government body has jurisdiction or exercises responsibility: specific staff employment contract.

The Library Board returned to open session. Motion to return to open session made by A.Anderson and seconded by K.Novy. The time was 5:57.

The Brodhead Memorial Public Library Board agrees that a contract for the director's position is needed. Therefore, vacation time of five days will be rolled over from the 2022 budget year for the present director due to extenuating circumstances. This decision will be re-evaluated at contract renewal.

The meeting was adjourned at 5:59 following a motion by K.Novy and a second from K.Huffman.

Minutes respectfully submitted by Nancy Nettesheim, secretary