

**GREENDALE PUBLIC LIBRARY
BOARD OF TRUSTEES**

MINUTES

August 10, 2016

Acting President Lubing called the meeting of the Greendale Public Library Board of Trustees to order at 5:00 p.m.

Library Director Olguin stated that the Agenda for this meeting had been published in compliance with the Open Meetings Law.

Present: Amidzich, Jensen, Lubing, Maierle, Sikorski, Kiltz,

Also Present: Deborah Olguin, Library Director, Kristen Victory, Clerk-Treasurer, Todd Michaels, Village Manager

Victory and Michaels gave a brief overview of the library accounts and financial reports and answered a few questions from Trustees.

MAY MINUTES

Trustee Jensen moved, Trustee Kiltz seconded, approval of the May 25, 2016 minutes.

Ayes: Amidzich, Jensen, Lubing, Maierle, Sikorski, Kiltz

Noes: None.

CLOSED SESSION MINUTES 2/10, 3/23, 4/28 AND 6/10/2016

Trustee Amidzich moved, Trustee Sikorski seconded, approval of the closed session minutes of 2/10, 3/23, 4/28, 6/10

Ayes: Amidzich, Jensen, Lubing, Maierle, Sikorski, Kiltz

Noes: None

MAY VOUCHERS

Trustee Sikorski moved, Trustee Maierle seconded, approval of the Vouchers for May 2016, in the amount of \$10,638.91.

Ayes: Amidzich, Jensen, Lubing, Maierle, Sikorski, Kiltz

Noes: None.

JUNE VOUCHERS

Trustee Amidzich moved, Trustee Kiltz seconded, approval of the Vouchers for June 2016, in the amount of \$11,711.16.

Ayes: Amidzich, Jensen, Lubing, Maierle, Sikorski, Kiltz

Noes: None

JULY VOUCHERS

Trustee Amidzich moved, Trustee Kiltz seconded, approval of the Vouchers for July 2016 in the amount of \$5,261.30.

Ayes: Amidzich, Jensen, Lubing, Maierle, Sikorski, Kiltz

Noes: None

The revenues were noted.

OLD BUSINESS

Trustee Amidzich gave a brief overview of CLC history for new Trustees and update on current issues.

Director expectations were shared and discussed.

Trustee Training webinar dates were shared.

NEW BUSINESS

Trustee Amidzich moved, Trustee Kiltz seconded, approval of the Library Clerk Job Description.

Ayes: Amidzich, Jensen, Lubing, Maierle, Sikorski, Kiltz

Noes: None

Trustee Amidzich moved, Trustee Maierle seconded, approval of the Lead Library Clerk Job Description.

Ayes: Amidzich, Jensen, Lubing, Maierle, Sikorski, Kiltz

Noes: None

Trustee Kiltz moved, Trustee Amidzich seconded, approval of the Page Job Description.

Ayes: Amidzich, Jensen, Lubing, Maierle, Sikorski, Kiltz

Noes: None

Trustee Kiltz moved, Trustee Amidzich seconded, approval of the Page Job Description.

Ayes: Amidzich, Jensen, Lubing, Maierle, Sikorski, Kiltz

Noes: None

Trustee Kiltz moved, Trustee Amidzich seconded, approval of the Intern Job Description.

Ayes: Amidzich, Jensen, Lubing, Maierle, Sikorski, Kiltz

Noes: None

Trustee Amidzich moved, Trustee Kiltz seconded, approval of the a transfer of funds for a joint CLC fund for the purpose of CLC signage and a strategic planning consultant in the amount of \$10,000.

Ayes: Amidzich, Jensen, Lubing, Maierle, Sikorski, Kiltz

Noes: None

Trustee Jensen moved, Trustee Amidzich seconded, approval of the Attendance Policy.

Ayes: Amidzich, Jensen, Lubing, Maierle, Sikorski, Kiltz

Noes: None

Trustee Sikorski moved, Trustee Maierle seconded, approval of the Staff as Patrons Policy.

Ayes: Amidzich, Jensen, Lubing, Maierle, Sikorski, Kiltz

Noes: None

Trustee Jensen moved, Trustee Kiltz seconded, approval of Trustee Maierle being the Foundation Board Liaison to the Library Board.

Ayes: Amidzich, Jensen, Lubing, Maierle, Sikorski, Kiltz

Noes: None

Trustee Kiltz moved, Trustee Maierle seconded, approval of Library Organizational Chart.

Ayes: Amidzich, Jensen, Lubing, Maierle, Sikorski, Kiltz

Noes: None

Director Olguin updated the Trustees on recent meetings and upcoming library events. She also shared that the website is being updated.

There was no President's report or Foundation report.

Director Olguin shared library statistics that explained MCFLS Reciprocal Borrowing and how that is calculated.

There was no discussion of Gallery Night.

CLOSED SESSION

The Library Board convened into closed session pursuant to Section 19.85(1)(C) of the Wisconsin Statutes for the purposes of "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility".

Trustee Kiltz moved, Trustee Amidzich seconded, moving to closed session.

Ayes: Amidzich, Jensen, Lubing, Maierle, Sikorski, Kiltz

Noes: None

Trustee Kiltz moved, Trustee Amidzich seconded, adjourning.

Ayes: Amidzich, Jensen, Lubing, Maierle, Sikorski, Kiltz

Noes: None

The Board did not return to open session.

The meeting adjourned at 7:40 p.m.

Respectfully submitted,

Deborah Olguin

Library Director