

## Cambridge Community Library Board of Trustees Monthly Meeting Minutes

On Feb 12<sup>th</sup>, 2019.

Call to Order at 7:03 pm by Trustee Strohbusch

Attendees: Trustees: Galler, Eckerman, Strohbusch, Hollenbeck, Martin, Director Behm  
Absent: Trustee Fosdal, Pres. Szafranski.

Guests : Eric Wittwer, Lisa Moen, Kris Breunig

Additions to the Agenda: Minutes from Jan. 27<sup>th</sup> Meeting.

No public input

### **Monthly Reports:**

- No Updates to last month's meeting minutes.

### **Treasurer's Report:**

- Monthly Expenses: Foundation Grant: 15,717.55. // Building Fund: 53,649.53 // CSB: 3,649.22

**Budget Comparison:** The report was missing the % of the yearly budget column as it was cut off the page when the copies were made. Request to have this information intact as it is a good indicator of a budget issue.

**Director's Report:** No Updates

**Labor Costs:** Concerns about the calculation in Patty's timesheet. The cost of living increase and the raise were added in the wrong order causing a math error in her payroll. This error was less than a dollar and will be updated going forward. Joan will change the wage and the Motion by Hollenbeck to accept the wage change as it was submitted by Joan. 2<sup>nd</sup> Galler. Approved unanimously. Labor Report is not providing data effectively. Vacation, sick, hours, weekly hours need to be reported in another form or with another report. New spreadsheet is required. Hollenbeck offered to assist with better reporting.

**Statistics:** No Updates.

**Motion to Approve the reports:** Trustee Hollenbeck. / 2<sup>nd</sup>: Trustee Strohbusch. Approved. Galler opposed the Labor Report as its data is not effectively reporting labor information.

**Village Report:** Dancing Goat is amidst its expansion and information about the fire house was provided.

**Friends of the Library:** April 1<sup>st</sup> : Chocolate Frenzy.

**Old Business:**

**Strategic Planning Update:** March meeting. Board member who will be joining the Library Board should also come to the March meeting.

**Library Legislative Day:** Feb. 11th.

**Annual Report Update:** End of Feb. the report is sent to the state.

## **NEW Business**

**Agreement to have Annual Report signed with Review and discussion to take place at the March meeting:** Motion to approve submitting the Feb report made by Hollenbeck, 2<sup>nd</sup> Martin, motion carried unanimously.

**Employee Handbook:** Agreement to go through the handbook for 30 minutes, then cover additional pages in further meetings. During the 30 minutes the Board got up to page 6 Hollenbeck will update.

**2019 Volunteer Information:** Volunteers shelved 368 hours. There has been an exit of volunteers and not many encouraging signs of where new volunteers can come from. FOL sent an email: three new volunteers showed interest.

**Hourly Usage Statistics:** Actual data is still unclear due the way counting occurs. Information to be postponed until next meeting and to help assist with labor issues and questions about the library's open hours.

**Sat. Feb. 29<sup>th</sup> Programming:** Leap year celebration to be advertised at the bank's digital signage. Some rewards: Fines reduced, library card remade, punch, game table.

**Corrections to 2019 Monthly Expense sheets:** Provided to Strohbusch.

**Donations:** None.

Statement by Director Behm to request that Closed Session moved to open session. Request is considered and moved to vote for / against a closed session.

Motion to Adjourn to closed session: Hollenbeck. 2<sup>nd</sup> Galler

Rollcall: Yes: Hollenbeck / Galler / Strohbusch / Eckerman

Abstain: Martin

Motion to closed session passes.

Request is made and Lisa Moen is added as a Guest to the closed session.

Motion to move to closed session is made by Hollenbeck. / 2<sup>nd</sup> Galler.

Rollcall: Yes: Hollenbeck / Galler / Strohbusch / Eckerman / Martin.

Motion Approved

Adjournment into Closed Session per statute 1985(1)c considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Motion to enter open session is made by Hollenbeck. / 2<sup>nd</sup> Martin

Rollcall: Yes: Hollenbeck / Galler / Strohbusch / Eckerman / Martin.

Motion Approved

Adjournment from closed session back to open session.

After closed session there will be a review in 3 months. Monthly checkins to follow up on action items and progress based on the report and review presented.

Request to have Hourly checkouts data brought to the meeting for March.

Next meeting: March 12<sup>th</sup>. 6:00 pm

Adjourned at 10:45pm Motion via Hollenbeck, 2<sup>nd</sup>: Martin, Motion Approved.