

July Minutes of the Slinger Community Library Board
Monday, July 13, 2020

The meeting of Slinger Community Library Board of Trustees of the Village of Slinger was called to order by Library Board President Linda Brandt at 218 Slinger Road, Slinger, WI at 4:30pm on Monday, July , 2020 in accordance with Notice of Meeting delivered to members on June 5, 2020.

Roll Call and Confirmation of Open Meetings Law:

	<u>Present</u>	<u>Absent</u>
Cheryl Korinek	X	
Linda Brandt	X	
Vicky Farr	X	
Holly Koerner	X	
Beth Lighthizer	X	
Donna Moldenhauer	X	
Marlyss Thiel	X	
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Also present:

Leslie Schultz, Library Director

Margaret Wilber, Village Administrator

I. Public Appearance – Open for Public Comment

II. Consideration and possible action regarding the minutes of the June 8, 2020 meeting.

Motion by Korinek/Thiel to accept minutes as presented. Motion carried.

III. Consideration and possible action regarding vouchers June 4, 2020-July 8, 2020

Motion by Moldenhauer/ Korinek to accept vouchers as presented. Motion carried.

IV. New Business

A. Review and Action

i. Mini Educational sessions: Trustee Essentials 1 & 2, Open Meeting Laws for electronic communications

Director Schultz briefly introduced Trustee Essentials 1 and did not touch on Trustee Essential 2 or the Open Meeting Laws.

ii. Phone answering

Director Schultz stated staff recommended not saying their names when answering the phone for safety and customer service reasons. Director Schultz and Library Board members decided to keep answering phone “as is”.

iii. Email Responses:

President Brandt stated if a library board member sends an email to director it will be answered in 24 hours. Trustee Koerner suggested director to add an “out of office” email when on vacation.

iv. Pick Up n Go and Seniors and At-Risk updates

Director Schultz stated during the month of June, 49 Pick Up n Go transactions were completed.

Seniors and At-Risk hour was started May 27th and in the seven weeks offered, three patrons have visited during that hour available.

The library board and director decided to discontinue the Senior and At-Risk hour.

VII. Director's Report

A. Circulation and Library Use Statistics

Director Schultz stated June total circulations, digital and physical, were 7,949 with physical circulations at 6,941 and digital at 1,008.

B. Library Program Report

Director Schultz stated Adult SLP had 30 registered for BINGO with 2 BINGOS completed and 25 patrons participated in the Adult take n make. Director Schultz stated youth SLP had, 34,787 minutes read, 292 activities completed, and 87 registered.

C. Staffing

Director Schultz stated cataloger formally put in for retirement with her last day being Monday, July 20th. Director Schultz stated position will be filled with staff being promoted.

Motion by Thiel/Lighthizer to promote circulation staff member at previous cataloger salary.

VII. Closed Session

Pursuant to authorization conferred by Wis. Stat. sec 19.85(1)(c)-to go into Closed Session to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (director evaluation)

Motion by Farr/Koerner to go into closed session.

Roll call vote was taken to go into closed session at 4:57pm.

Yeas: Korinek, Brandt, Farr, Koerner, Moldenhauer, Thiel, Lighthizer Nays: None

VIII. Return to Open Session

Motion by Marlyss/Moldenhauer to come out of closed session. Roll call vote was taken to leave closed session at 5:30pm.

Yeas: Korinek, Brandt, Farr, Koerner, Moldenhauer, Thiel, Lighthizer Nays: None

No action was taken on closed session items.

IX. Next Meeting Date: Monday, August 10, 2020 at 4:30pm

X. Adjourn Meeting

Motion by Korinek/Farr to adjourn at 5:32pm. Motion carried.

Respectfully Submitted, Leslie Schultz, Library Director