

**BROWN COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
DECEMBER 2, 2020 6:00 P.M.**

President Flynn called the meeting to order at 6:00. **Present** (in person): Jeremy Flynn, Mary Anne Kerley, Margaret Scranton, Sharon Teefey, Richard Young, Director. **Present** (via Zoom): Meggie Koch, Linda Wade. Absent: Heidi Scott

Approved Minutes for Oct 21, 2020 **board meeting**; Oct 26, Nov 5, Nov 17, Nov 23, 2020 **Library Development Committee meetings** on motion by Kerley, second by Teefey. Roll call: Flynn-yes; Kerley-yes; Koch-yes; Scranton-yes; Teefey-yes; Wade-yes.

MARKETING/EVENTS: (G Haschemeyer) Written reports for October & November 2020 were presented.

FINANCIAL STATEMENTS (Budget Analysis & Management Report): Young

DIRECTOR'S REPORT: (Young)

Monthly Statistics: E-Materials numbers are higher than ever!

CE Workshops/Meetings: Young has attended Zoom meetings, and held two staff meetings.

Communications: Thank you from Adopt-a-family; Watts sent a thank you for updating our copier.

Other: Two donations received for the Building Fund.

COMMITTEE REPORTS:

Finance Committee: 2021 Staff wage and bonus reviews:

Employee wages, effective December 1, 2020; 2020 bonuses motion by Scranton, second by Wade.

Kim Lichtsinn, \$12.50; \$250 bonus

Faye Madsen, \$11.50; \$250 bonus

Grace Haschemeyer; bonus only, \$250

Richard Young; \$37,500; \$1000 bonus

Roll call: Flynn-yes; Kerley-yes; Koch-yes; Scranton-yes; Teefey-yes; Wade-yes.

Personal Committee: Director's evaluation

Library Development Committee: meetings were held on 10/26/20, 11/5/20, 11/17/20, 11/23/20. Board up date on: the fundraising test group, group responsibilities, budget packet. Next meeting Dec 15, 10:00 a.m.

OLD BUSINESS:

Young updated the board on in-house activities; reminded trustees to finish reviewing the State Standards for the Per Capita grant, and the filing deadline for turning in Trustee petitions.

NEW BUSINESS:

CD was renewed 11/29/20, with 5/29/21 expiration date, rate to be determined.

- Motion by Teefey, second by Wade to authorize President Flynn and Treasurer Wade to transfer the CD, Special Reserve Funds, and Donor Restricted Funds to local financial institutions at the best available terms.

Roll call: Flynn-abstain; Kerley-yes; Koch-yes; Scranton-yes; Teefey-yes; Wade-yes.

- Motion by Scranton, second by Kerley to **accept Grace Haschemeyer resignation as Marketing/Events Librarian**, effective 12/3/20.

Roll call: Flynn-Yes ; Kerley-Yes; Koch-Yes; Scranton-Yes; Teefey-Yes; Wade-Yes.

- Authorized Young to **advertise/fill the Marketing/Events Librarian position**, offering 30-40 hours and, after a 3 month probationary period, salary from \$11.00 up to \$12.50. Motion by Kerley, second by Teefey. Roll call: Flynn-yes; Kerley-yes; Koch-yes; Scranton-yes; Teefey-yes; Wade-yes.

- Motion by Wade, second by Koch authorizing Young to pay **December 2020 bills** later this month. Roll call: Flynn-yes; Kerley-yes; Koch-yes; Scranton-yes; Teefey-yes; Wade-yes.

- **Other:** Next regular meeting: January 20, 2021 at 6:00 p.m.

- Meeting adjourned at 5:59

Respectfully submitted,

Margaret W. Scranton

Margaret W Scranton, Secretary