

East Troy Lions Public Library

Board Meeting Minutes

Tuesday, December 13, 2022

1. **Call to Order:** President Murphy called the meeting to order at 5:36 pm.
2. **Roll Call:** Director Bartoli and Trustees Brobst, Gotz, Manschot, Nugent, and Thomas were present. Trustee Consiglio participated via videoconferencing.
Absent: Trustee Jones
3. **Citizen Participation:** No citizen participation.
4. **Approval of Library Board Minutes:** Approval of Minutes dated November 8, 2022.
Approved as presented.
5. **Representative Reports**
 - a. **Town of East Troy:** Nothing pertaining to the library.
 - b. **Town of Troy:** Nothing pertaining to the library.
 - c. **Village of East Troy:** Village Board is working on Personnel Policy Manual
 - d. **East Troy School Board:** No report
 - e. **Friends of the ETLPL:** Met on November 11th. There were eight Friends present. They moved to donate \$350 for Winter Reading Program prizes. A sub-group met the following week to go over Bylaws and the Memorandum of Understanding with the library. The next meeting will be January 20th.
 - f. **Lakeshores Library System (LLS):** This was the last meeting as Lakeshores directors and was largely spent reminiscing.
6. **Director's Report**
 - a. **Library Expenditures Report - Money Collected - Library Financials (provided by the Village) - Library Statistics Report**
 - b. **Library Updates (Programming Report - Staff Activity & News - Building Update - Misc.) – See attachment.**
7. **Unfinished Business**
 - a. **Materials Selection Policy (Discussion & Action):** Trustee Thomas moved and Trustee Manschot seconded to approve the Materials Selection Policy. Motion carried.
 - b. **Reconsideration Policy (Discussion & Action):** Trustee Consiglio moved Trustee Gotz seconded to approve the document with the addition of payment for that employee's time be made beyond four hours. Motion carried.
8. **New Business**

- a. **2023 Holiday Schedule (Discussion & Action):** Trustee Nugent moved and Trustee Thomas to approve the 2023 Holiday Schedule with Option 2 for Christmas and Option 2 for New Year's. Motion carried.
- b. **Trustee Essentials (Discussion):** We will begin reviewing chapters in January with Mary Nugent leading any discussion.
- c. **Good Earth Award (Discussion & Action):** Trustee Manschot moved and Trustee Thomas seconded to accept the donation. Motion carried.
- d. **Stairlift (Discussion & Action):** Trustee Consiglio moved and Trustee Manschot seconded to explore the chair lift cost and ADA compliance. Motion carried.

9. Employee Compensation

Pursuant to Wis. Stat. 19.85(1)(c) the Library Board may go into closed session to discuss compensation for public employees and then move back into open session to complete the meeting.

Trustee Brobst moved to go to closed session at 6:20.

Thomas - yes, Murphy - yes, Gotz - yes, Manschot – yes, Brobst - yes, Nugent - yes, Consiglio – yes.

Trustee Nugent moved and Trustee Thomas seconded to move into open session. Motion carried. Board moved to open session at 6:42.

10. Reconvene in Open Session

- a. **2023 Employee Compensation (Action):** Trustee Nugent moved and Trustee Consiglio seconded those employees who have passed their probationary period will receive cost of living increase on January 1, 2023. Motion carried.
- b. **Personnel Manual Updates (Action):** Trustee Nugent moved and Trustee Brobst seconded that library employees are eligible for Friday before Easter pay, eliminate the Page position. Motion carried.

11. Library Board - Future Items: Trustee Essentials, Evaluation Timelines, Chair Lift

12. Adjourn: President Murphy adjourned the meeting at 6:52 pm.

Next meeting: Tuesday, January 10, 2023

Respectfully Submitted,

Tami Bartoli, Acting Secretary



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Date: December 13, 2022

To: ETLPL Board of Trustees

From: Tami Bartoli, Director

Re: Director Report

- 1. Programming Information:** The week of December 5th kicked off the Winter Reading Program with author Mike O'Connor's presentation on *Ace of Aces* and Caroling, Coloring, and Reading led by Judy Atkinson. Our first adult program post Covid had 23 attendees. The WRP will run through January 16th. On the 17th we will draw names for the 13 prizes.
- 2. Staff Activity:** The janitor intern has done a great job keeping the lower level clean. The week of December 12th he will start work on removing and replacing floor wax with the small meeting room. Brandy has been weeding the nonfiction and moving items to the recently cleaned periodical room.
- 3. Building Update:** DPW brought in a company to remove the roots from the sewer pipe that has caused several backups into the furnace room in recent years. Roots as long as four feet were pulled out. They later came back to help remove the cabinets from the office and bring up the new furniture.
- 4. Misc:** Tovah Anderson has designed the new logo for Prairie Lakes Library System.

