

East Troy Lions Public Library

Board Meeting Minutes

November 9, 2021

- 1. Call to Order:** President Murphy called the meeting to order at 4:30 pm. Director Gartman and Trustees Bartoli, Brobst, Gotz, Manschot, Nugent, and Thomas were present.
- 2. Citizen Participation:** No citizen participation.
- 3. Introduction of new Library Board Trustee**
- 4. Approval of Library Board Minutes:** Approval of Minutes dated October 11, 2021. Trustee Nugent moved and Trustee Manschot seconded to approve the Minutes. Motion carried.
- 5. Representative Reports:**
 - a. Town of East Troy:** No report
 - b. Town of Troy:** No report
 - c. Village of East Troy:** Nothing relevant to the library
 - d. East Troy School Board:** First trimester ending this month.
 - e. Lakeshores Library System (LLS):** The Walworth County Board wants every Library Board to read through the new Walworth County Library Plan before its approval. It will be on a future agenda. The System Merger Committee will be meeting for the first time in December. Due to his impending retirement, Director Gartman has asked to be replaced on the committee. Joy Schnupp of Williams Bay Public Library has taken that seat. LLS has obtained a grant to hire a new part-time marketing employee for all of its libraries. They will also purchase a software program called Airtable that allows all the libraries to tie in their webpages and Facebook pages for easier cross-promotion of programs. The state is researching the idea of creating a statewide Kanopy account (not unlike OverDrive for video, online books and magazines), in which there would be different levels of service. A simple level would be free, and if a library wanted more bells and whistles, they could pay a discounted price. LLS will be purchasing a making available for all patrons an App called BC Mobile. The app would provide patrons easy access to and use of our online catalog.
 - f. East Troy Community Center:** No report
- 6. Director's Report: Discussion/Action Items:**

- a. Library Expenditures Report - Money Collected - Library Financials (provided by the Village) - Library Statistics Report**
- b. Library Updates (Discussion): Programming Report** - Adult Programming is on hiatus until 2022. We continue to host Pre-School Reading on Friday mornings, but it is a much smaller group than in the past. Many kids have moved into kindergarten, and there are fewer new kids to replace them. Our four book clubs continue to meet and help keep our circulation healthy. **Staff Activity & News** - Connie King completed her training to be a Wisconsin Notary and should soon have her license and seal. This will enable us to offer another service to the community. She was reimbursed for the training. The Staff is weeding through the Audio-Book collection and is removing older items from the collection (putting them up for sale), shifting slightly older items to the LL, and making space for newer items on the UL. After receiving some recent, hopeful questions, the Staff has put out all of the Christmas items for patrons to check out. **Building Update** - Chris Stencil, our assigned DPW member came through on Monday, Oct 18th for his weekly building inspection and discovered that we had another sewerage back-up in the furnace room. They were able to rectify the problem and clean out the furnace room rather quickly. The furnace was also turned on that week. It fired up and is working okay. **Misc.** - Parking in our lot becomes a problem from 2:45 until about 3:30 as it is crammed full of parents who park here waiting to pick up their kids after school. Some insist they can park in the handicapped spot, many take up two spots, and there is a general sense of entitlement. Another concern is the speed with which they pull out of these parking spaces and out of the lot. Director Gartman's Library Director's Certification expires on December 31st. He will be renewing it in order to keep the library in compliance.
- c. Bathroom Problem Update (Discussion):** The front doors were locked during the problematic time period for a few days which alleviated a large part of the problem. They are no longer locked. Bathroom doors are now locked. Staff unlock them when patrons ask.
- d. Heritage Project (Discussion):** Director Gartman met with the architect to discuss details such as parking, meeting rooms, book return, and bathrooms. A 45

or 50 year lease was mentioned as a possibility to reduce cost to the communities for the lease.

- e. Tri-Troy Agreement (Discussion):** Director Gartman has created a projected budget for a Tri-Troy library proceeding in the current space. The budget includes increased hours, a 20 hour librarian, pay increase for staff, possible legal fees for a total of \$362,804 divided based on population. It would be divided at 40% for the Village of East Troy, 38% for the Town of East Troy, and 22% for the Town of Troy.
- f. Mask Policy Update (Discussion & Action):** Trustee Brobst moved and Trustee Thomas seconded to continue the policy as is and review month to month. Motion carried
- g. Vaccine/Regular Covid Testing for Employees Update (Discussion & Action):** No answers to our questions yet from the lawyer. Trustee Thomas moved and Trustee Manschott seconded to table the Vaccine/Regular Covid Testing for Employees. Motion carried
- h. Volunteer Policy (Discussion & Update):** Chief Swendrowski suggested a few questions that were added to the application. Trustee Thomas moved and Trustee Nugent seconded to accept the Volunteer Policy with the additional questions. Motion carried.
- i. Selection Committee for New Director (Discussion & Action):** Trustees Bartoli, Nugent, and Gotz volunteered to be on the committee. Trustee Thomas moved and Trustee Brobst seconded to create the Selection Committee with those Trustees as members. Motion carried.

7. Library Director's Performance Evaluation:

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

Trustee Brobst moved and Trustee Manschot seconded to move into closed session.

Roll call vote to go into closed session:

Bartoli – yes, Brobst – yes, Nugent – yes, Thomas – yes, Manschott -yes, Gotz - yes

Board went into closed session at 5:13 pm.

Trustee Thomas moved and Trustee Brobst seconded to return to open session. Motion carried. Board returned to open session at 5:33.

- 8. Library Board - Future Items:** Walworth County Library Plan, Director Evaluation, Mask Policy Update, Vaccine/Regular Covid Testing for Employees
- 9. Adjourn:** President Murphy adjourned the meeting at 5:36 pm.

Next meeting: Tuesday, December 14, 2021

**Respectfully Submitted,
Tami Bartoli, Secretary**