

LIBRARY BOARD MEETING  
TUESDAY DEC 19, 2023, 6:30  
Approved at JAN 23, 2023 Mtg  
LOCATION: LIBRARY



Board of Trustees	Attended
<i>Name, Position Title, Year Board Term Expires</i>	
Jennifer Livingston, President, 2018-2024	In-person
Sarah Leinweber, Vice President, 2017-2026	In-person (left at 7:17pm)
Jay Saunders, Village Board Representative, 2024	Absent
Sandy Saltzstein, School District Representative, 2021-2024	Zoom
Erin Jelenchick, Member, 2020-2024	Absent
Ellie Gettinger, Member, 2019-2025	Absent
Claire Flannery, Member, 2020-2026	In-person
<b>Staff</b>	
Nyama Reed, Library Director	In-person
Katie Kiekhaefer, Head of Youth Services	Zoom

Public: Two high school students for class. Students sat with Director Reed in the staff breakroom during closed session and asked questions. They left at 7:00pm as closed session ended.

CALL TO ORDER 6:31pm				
1. Statement of Public Notice				
2. Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda.				
Item	Action Desired	1st	2nd	Pass
3. Minutes of Oct 31, 2023 meeting	Motion	Leinweber	Flannery	Unanimous
Motion to approve minutes as presented.				
4. Finance Report Through Dec 16, 2023	Motion	Flannery	Leinweber	Unanimous
Motion to approve finance report as presented.				
5. Staff Wage Increase for 2024	Motion	Leinweber	Flannery	Unanimous
Motion to approve staff wage increase in 2024 of 3.0% for library staff with satisfactory review.				
6. Submission of Material Consideration Form	Discuss			
Discussion of Material Consideration Form for “We Are Palestinian” book in youth services. Per current policy, WFBPL does not <i>have</i> to complete a consideration process because the patron is not a resident. Ms. Kiekhaefer spoke how the title meets standards for selection (i.e. well reviewed) and it fills a gap in the collection in that few books are published on Palestine or Palestinian culture. Director Reed will invite the patron for a face-to-face discussion out of respect for his concerns. Ms. Kiekhaefer exited Zoom after this item.				
7. Update on Long Overdue Laptops and Related Policies	Discuss			
Moved ahead of #6 until Ms. Kiekhaefer returns to zoom after closed session. Discussion of limited options to retrieve long overdue items beyond placement of fine on patron’s record. Potential loss of high-priced items may be part of doing business, or we consider not offering high priced items in the future. Will explore policy updates in 2024 to pursue collections for high priced items.				
8. Library Director Job Description – Draft Update	Discuss			
A brief discussion of the need to update the Director and Head of Youth Services job descriptions, as each is over 10 years old. Next steps are to include reviewing and updating these as part of the 2024 work plan.				
9. Annual Employee Performance Forms	Discuss			
Discussion of the employee performance forms as outlined in packet memo. Next steps are to include reviewing and updating these as part of the 2024 work plan.				

10. Informational Items	Discuss			
Discussion of information items as outlined in packet.				
11. The Library Board of Trustees may convene into Closed Session per WI State Statute 19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and may reconvene in open session to act upon such matters The Board may reconvene to open session. The Board reserves the right to take action on any topic discussed in Closed Session.	Motion with Roll Call "In"	Leinweber	Flannery	Roll Call "In" Unanimous
	Roll Call "Out"	Leinweber	Flannery	Roll Call "Out" Unanimous
Closed session moved to after #5, Staff Wage Increase, due to potential loss of quorum at 7:15pm.				
12. Library Director's Annual Review	Motion	Leinweber	Flannery	Unanimous
ADJOURNMENT 7:58pm		Saltzstein	Flannery	Unanimous