

COMMITTEE MEETING NOTES

Tuesday, May 1, 2018

PERSONNEL & BUDGET – Those in attendance: Jodi Ehrenberger, Sara Sullivan, Gary Padesky, Cat Ellingson, Loretta Kilmer, Kelly Krieg-Sigman

- The list of bills was reviewed. A brief discussion was held regarding the various devices being purchased, which ones were for staff use vs. public use, and whether or not there was an inventory of IT equipment. Kelly will look into this and see if one can be provided by the June meeting. Motion to recommend approval of the bills to the full Board was made by Gary and seconded by Sara. Motion carried.
- Kelly reported that the children's librarian vacancy is close to being filled, but that we now have a full time vacancy in Archives and a pending part time clerk position vacancy.
- Kelly presented the request for up to \$5,000 more from the carryover fund to "re-wrap" the new popup van, and to pay for one month's lease so that the library can acquire the vehicle sooner and begin to use it. Motion to recommend approval of this request to the full Board was made by Cat and seconded by Sara. Motion carried. Jodi commended Kelly and the staff for embracing this idea and moving forward on it enthusiastically.
- Kelly presented the city's new bereavement policy, with a recommendation that it be adopted by the library as well. She noted that in general, most of the library's staff handbook policies mirrored those of the city. Motion to recommend adoption of the city's new bereavement policy to the full Board was made by Gary and seconded by Cat. Motion carried.
- Kelly reported that not all the expenses for National Library Week have been accounted for yet; this will be carried over into June.
- On a motion by Gary, and second by Sara, and a roll call vote, the committee went into closed session at 12:38 p.m. per ss19.85(1)(c), and re-convened back into open session at 1:32 p.m. No decisions were made.

LIBRARY OPERATIONS COMMITTEE - Those in attendance: Suzanne Anglehart, Katie Bittner, Araysa Simpson, Judy Bouffleur, Kathy Ivey, Kelly Krieg-Sigman

- Kelly reported that in order to complete the strategic priority of a staff development day, the staff committee in charge of planning has selected Monday, Oct. 8. She therefore requested approval of closing all three locations that day. Motion to recommend approval of closing the library on Oct. 8 for staff development was made by Judy and seconded by Suzanne. Motion carried.
- Kelly presented the materials selection policy and reconsideration form for review and approval. She noted that staff had no suggested changes or revisions. Motion to recommend approval to the full Board was made by Katie and seconded by Suzanne. Motion carried.
- Kelly presented a draft complaint policy and procedure for review; significant discussion ensued. The committee agreed that the documents in general were helpful; they provided a number of small revisions. Motion to recommend approval of the complaint policy and procedure as revised was made by Judy and seconded by Suzanne. Motion carried.
- The balance of the meeting was spent reviewing the 1st quarter report and Kelly's suggested format for tracking progress on the priority projects. In general, the committee was satisfied with the statistical information, but requested that a way to measure the success of the pop-up library service be established and communicated.