

Black Creek Village Library Board of Trustees

507 S. Maple St

Black Creek, WI 54106

(920) 984-3094

Meeting Notes: Tuesday, October 6, 2020, 6:00 PM (in-person)

Trustees: Jenni Court, Brandi Schomisch, Susan Anschutz, Stacy DeVoe, Sandra Heiden

Reports

- Welcome and attendance
- Approval of minutes from September Minutes
 - Brandi S. made a motion to approve the minutes
 - Stacy D. seconded the motion; motion carried
- Approval of bills and payroll for September
 - Jenni C. made a motion to approve the report as presented
 - Brandi S. seconded the motion; motion carried
- Correspondence - none
- Friends of the Black Creek Village Library Liaison report (No report)
- Director's Report (see below)

New Business:

- Discuss scaling back to Phase II
 - Jenni C. made a motion to move back to Phase II beginning next Monday, October 12, 2020; Brandi S. seconded the motion; motion carried
- Budget 2021
 - Discussion on current fiscal condition of library accounts
 - Reviewed the proposed budget Eva prepared
 - Jenni C. made a motion to approve the amended budget, asking the village for no increase from 2020 budgeted amount, and including raises for director and staff. Susan A. seconded the motion; motion carried

Old Business

- none

All board business on the agenda was completed, so the meeting concluded at 6:52 PM

Next meetings:

- Tuesday, November 3, 2020, 6:00 PM. Via GoTo due to the election
- Finance Committee will go over bills prior to meeting

Submitted by Sandra Heiden

September 2020 Director's Report

- AAC-Friday September 18th a. We will have a meeting each month rather than bi-monthly for the foreseeable future b. Meetings will be virtual
- Grants:
 - Statewide CARES grant for technology needs
 - Outdoor WiFi access point
 - Clear location with DPW
- Delivery/Holds Update:
 - No change on a system level, may need to alter our schedule moving to curbside
 - Seeing push for higher holds limits-may be back up to 25 if a patch can be applied in Carl
- Budget/Spending:
 - Trying to spend and order ahead in anticipation of maternity leave, consequently expenditures are high this month and will be next month as well
- Personnel Update
 - Staff meetings alternative
 - Cancelling Monday, October 26th as a staff workday closure?
- Carpet Cleaning:
 - Saturday, October 17th after close of business
 - Library interior, staff workroom and vendor said they would do community center hallway carpet at no additional charge
- Continuing Education
 - Virtual Tech Days on Wednesday, September 23rd and Thursday, September 24th
- Copier Update
 - Payoff of lease and full payment of new machine will occur this month
 - Looking at installation of new machine at or around end of October
 - Payoff has to be received before old machine removal
- Programming:
 - Grab and Go kits:
 - Adult: 26
 - October