

Black Creek Village Library

Board of Trustees

507 S. Maple St.
Black Creek, WI 54106
(920) 984-3094

Minutes

December 5, 2023

The Black Creek Village Library Board met on December 5, 2023 at 6:00 p.m. at the Black Creek Community Center/Library, which is located 507 South Maple Street.

The agenda was as follows:

1. Welcome and attendance - Present: Sandy Heiden, Andy Gleason, Susan Anschuz, Kiley Van de Hey, Carey Pederson
2. Approval of minutes

Andy made a motion to approve the minutes for the November 7 meeting. Kiley seconded the motion. Motion carried.

3. Approval of bills and payroll

Sandy made a motion to approve the bills and payroll. Susan seconded the motion. Motion carried.

4. Public Comment
5. Correspondence
 - Kellie Bohn Letter of Support
 - Ara D. Letter of Support
 - Michelle Klein Letter of Support

6. Director's Report

7. Friends of the Library - None

Unfinished Business

8. 2024 Budget

Carey made a motion to approve the proposed budget Option 3 with amended hours and the library closed Saturdays from Memorial Day through Labor Day, and includes hiring to fill the vacant sub position. Any money saved will stay in reserves. Susan seconded the motion. Motion carried.

9. Approve 2024 Library Hours of Operation

Sandy made a motion to set the following hours of operation effective January 1, 2024.

Monday 10 AM – 7PM

Tuesday 10 AM – 7 PM

Wednesday 3 PM – 7 PM

Thursday 10 AM – 7 PM

Friday 10 AM – 5 PM

Saturday 9 AM – 12 PM (only open Saturday after Labor Day through Saturday before Memorial Day)

Kiley seconded the motion. Motion carried

10. Substitute Library Clerk posting

Andy made a motion to approve the substitute library clerk posting. Sandy seconded the motion. Motion carried.

11. Coverage of Saturday hours by staff who are not substitute clerks – No Action Taken

12. Library Director Vacation Benefit 2024

Carey made a motion to grant three weeks of vacation day per year for Rachel Hitt starting in 2024 and to continue through her fifth year of employment. Kiley seconded the motion. Motion carried.

13. Employee Handbook 7.8 – revise and update – Table until January

New Business

14. 2024 Library Board Meeting Calendar

Susan made a motion to approve the 2024 Library Board Meeting Calendar as proposed. Andy seconded the motion. Motion carried.

15. Staff Gifts

Kiley made a motion to give full time staff \$100 and part-time staff \$50 as Amazon gift cards. Carey seconded the motion. Motion carried.

16. 2023 Budget Update

17. Carry-Over of Library Director Unused 2023 Vacation Time

Sandy made a motion to authorize Rachel Hitt to carry over not more than three days (24 hours) of vacation time into 2024. Kiley seconded the motion. Motion carried.

18. Pandemic Policy – Review and Update

Sandy made a motion to amend and approve the pandemic policy as amended. Andy seconded the motion. Motion carried.

19. Trustee Training – TE 26

All items on the agenda were completed, so the meeting adjourned at 7:04 pm.

Minutes submitted by Carey Pederson

Mission Statement

The Black Creek Village Library will provide free and equal access to all users to meet their informational, cultural and recreational needs. The Library will strive to create a community of lifelong learners by promoting literacy, supporting recreational needs and developing dynamic programming.

Vision Statement

Our vision is to be the community source for literacy, technology, recreation and information in a welcoming and accessible environment.