

November 7, 2017

Library Board of Trustees Meeting Agenda (amended)

3:30pm – Convenes in Municipal Services Center - Community Room 531 N. Nash St. Hortonville, WI

- I. Call to order by presiding officer
- II. Roll Call
- III. Approve minutes from October 3, 2017 Library Board of Trustees Meeting
- IV. Approve minutes from October 10, 2017 Library Board of Trustees Meeting
- V. Re-approve updated 2018 budget
- VI. Public comment
- VII. Motion to go into closed session
 - 19.85 (c)** Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
 - 19.85 (f)** Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
- I. Motion to return to open session
- II. Motion to take action on any matters discussed in closed session
- III. 2017 Budget
 - a. Status report
 - b. 2017 Programming
 - c. 2017 Dates of operation
 - d. 2017 Staffing hours
 - e. 2017 Staff Schedule
 - i. Changes or adjustments to board approved schedule to be calculated by payroll (Village administration) prior to occurrence
- IV. Appoint Village administration to perform board approved payroll duties until new Director is hired
 - a. Time sheets - weekly
- V. Appoint point-of-contact between library staff and Library Board
- VI. Financial update; petty cash, book sale proceeds (not FOHL), receipts from staff purchases
- VII. Payment of bills/vouchers
- VIII. Library Director job posting
 - a. Review description and posting
 - b. Set timeline for hiring process
- IX. Memo list of items to update staff
- X. Friends of the Library Update
- XI. Future meeting dates
- XII. Items to add for future agendas
 - a. Former director review after 2017 budget is complete; draft only for file
 - b. Staff pay increases previously deferred (January 2018 agenda item)
- XIII. Motion to adjourn