



PRESENT: Ken Axe; Sam Baughn, Student Representative; Sandra Black; Heather Danielson, Library Board Vice-President; Petra Horst; Amy Ketterer; Tom Selsor; Mike Vienneau, Library Board President

ABSENT: Jeff Fimreite, Stoughton Area School District Representative; Jean Ligocki, City Council Representative

ALSO PRESENT: James Ramsey, Library Director; Sarah Monette, Library Administrative Assistant

I. CALL TO ORDER. *President Vienneau called the meeting to order at 6:35 P.M. Six voting Board members, Axe, Black, Danielson, Horst, Selsor, Vienneau, were present, constituting a quorum.*

II. REVIEW OF AGENDA. n/a.

III. REVIEW/APPROVAL OF MINUTES OF SEPTEMBER 18, 2019. *Moved by Horst, second by Black, to approve the minutes as presented. Motion carried 6-0.*

IV. RECOGNITION OPPORTUNITIES. The Board signed thank-you cards to Jessica Knutson and Cale Ryan, who were both matching donors for the Clarinet and Friends benefit.

V. PUBLIC COMMENT PERIOD. Black reminded the Board that the Wisconsin Book Festival would be taking place over the weekend.

VI. CORRESPONDENCE. Ramsey passed around a thank you from Sandhill Elementary for being a host for their shoe drive.

VII. EDUCATION UPDATES. n/a.

VIII. BOARD IN-SERVICE: TRUSTEE ESSENTIAL #22: FREEDOM OF EXPRESSION AND INQUIRY. Ramsey presented.

[Ketterer and Baughn arrived at 6:42 P.M.]

IX. REVIEW/APPROVAL OF FINANCIAL STATEMENTS FOR SEPTEMBER 2019.

Ramsey presented.

- A. **Fund 215.** *Moved by Ketterer, second by Horst, to approve the September 2019 financial statements for Fund 215 as presented. Motion carried 7-0.*
- B. **Fund 217.** *Moved by Ketterer, second by Black, to approve the September 2019 financial statements for Fund 217 as presented. Motion carried 7-0.*
- C. **Stoughton Area Community Foundation.** The Board reviewed the financial statements for the SACF's pass-through account for the Library. The statements were accepted by consensus.

X. REVIEW/APPROVAL OF BILLS FOR OCTOBER 2019

Ramsey presented.

- A. **Fund 215.** *Moved by Horst, second by Danielson, to approve the October 2019 bills for Fund 215 as presented. Motion carried 7-0.*

- B. Fund 217. Moved by Axe, second by Danielson, to approve the October 2019 bills for Fund 217 as presented. Motion carried 7-0.

XI. DIRECTOR'S REPORT

- A. Statistics. Ramsey presented the September statistics.
B. Administration report. Ramsey went over the Director's Report as presented in the packet.

XII. COMMITTEE REPORTS

- A. Finance. See XIV.A below.
B. Personnel. Did not meet.
C. Planning. See XV.A and E below
D. Policies. See XV.B, C, and D below

XIII. FRIENDS OF THE LIBRARY REPORT. Black reported that the Friends were very pleased with the success of their Fall Fundraiser.

XIV. OLD BUSINESS.

- A. Approval of 2020 Operating Budget. Ramsey presented. Moved by Horst, second by Ketterer, to approve the 2020 Operating Budget as presented. Motion carried 7-0.

XV. NEW BUSINESS

- A. Board self-evaluation process. Vienneau presented.
B. Review of Carnegie Room Use Policy. Axe presented. Moved by Ketterer, second by Black, to approve the revisions to the Carnegie Room Use Policy. Motion carried 7-0.
C. Review of Patron Registration/Library Card Use Policy. Axe presented. Horst caught a typo. Moved by Black, second by Horst, to approve the revisions to the Patron Registration/Library Card Use Policy. Motion carried 7-0.
D. Review of Animals in the Library Policy. Axe presented. Moved by Black, second by Horst, to approve the revisions to the Animals in the Library Policy. Motion carried 7-0.
E. Approval of 2020-2022 Strategic Plan. Horst commended the Planning Committee for their work on the Strategic Plan. Moved by Horst, second by Ketterer, to approve the 2020-2022 Strategic Plan as presented. Motion carried 7-0.
F. Approval of use of undesignated funds for volunteer appreciation gifts. Ramsey requested approval for not more than \$300 to be used on gifts for the Library's volunteers. Moved by Axe, second by Ketterer, to approve this request. Motion carried 7-0.

XVI. ADJOURNMENT. Moved by Horst, second by Ketterer, to adjourn at 8:00 P.M. Motion carried 7-0.

Minutes taken by Sarah Monette