



PRESENT: Ken Axe; Sandra Black; Jeff Fimreite, Stoughton Area School District Representative; Petra Horst; Amy Ketterer; Mike Vienneau, Library Board President

ABSENT: Sam Baughn, Student Representative; Heather Danielson, Library Board Vice-President; 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 6:31 P.M. Five voting Board members, Axe, Black, Fimreite, Horst, Vienneau, were present, constituting a quorum.*

II. REVIEW OF AGENDA. n/a.

III. REVIEW/APPROVAL OF MINUTES OF OCTOBER 16, 2019. *Moved by Black, second by Axe, to approve the minutes as presented. Motion carried 5-0.*

IV. RECOGNITION OPPORTUNITIES. n/a

V. PUBLIC COMMENT PERIOD. There was a brief discussion of the Library's presence in the *Stoughton Courier-Hub*.

VI. CORRESPONDENCE. n/a

VII. EDUCATION UPDATES. n/a

[Ketterer arrived at 6:35 P.M.]

VIII. BOARD IN-SERVICE. Ramsey presented briefly on Trustee Essential #3: Bylaws--- Organizing the Board for Effective Action.

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

Ramsey presented.

- A. **Fund 215.** *Moved by Horst, second by Black, to approve the December 2019 financial statements for Fund 215 as presented. Motion carried 6-0.*
- B. **Fund 217.** *Moved by Ketterer, second by Black, to approve the December 2019 financial statements for Fund 217 as presented. Motion carried 6-0.*
- 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 LATE DECEMBER 2019.

Ramsey presented.

- A. **Fund 215.** *Moved by Axe, second by Black, to approve the late December 2019 bills for Fund 215 as presented. Motion carried 6-0.*
- B. **Fund 217.** *Moved by Horst, second by Fimreite, to approve the late December 2019 bills for Fund 217 as presented. Motion carried 6-0.*

XI. REVIEW/APPROVAL OF BILLS FOR JANUARY 2020.

Ramsey presented.

- A. Fund 215. Moved by Black, second by Horst, to approve the January 2020 bills for Fund 215 as presented. Motion carried 6-0.
- B. Fund 217. Moved by Ketterer, second by Horst, to approve the January 2020 bills for Fund 217 as presented. Motion carried 6-0.

XII. DIRECTOR'S REPORT

- A. Statistics. Ramsey presented the December statistics. There was discussion of the causes of the downward trend in circulation and what can be done about it.
- B. Administration report. Ramsey went over the Director's Report as presented in the packet.

XIII. COMMITTEE REPORTS

- A. Finance. Did not meet.
- B. Personnel. Did not meet.
- C. Planning. Vienneau reported that the committee has the focus group results and will present them to the Board at the February meeting.
- D. Policies. Did not meet.

XIV. FRIENDS OF THE LIBRARY REPORT. Black reported that the Friends' Annual Meeting will be February 11, 2020.

XV. NEW BUSINESS

- A. Consider Planning Committee recommendation to amend 2020 Calendar to close Library at 6:00 P.M. on Wednesday, November 25. Moved by Axe, second by Horst, to approve the recommendation. Motion carried 6-0.
- B. Review Board member terms. Board members reviewed their terms of office.
- C. Appointment by Board President of ad hoc committee to recommend new Board member. There was considerable discussion; Black was selected to lead the search process and will be meeting with Ramsey in the near future.
- D. Review 2020 Calendar of Work. Board members reviewed the Calendar of Work.
- E. Library Legislative Day. Library Legislative Day is February 11. Ramsey encouraged Board members to attend.

XVI. ADJOURNMENT. Moved by Fimreite, second by Ketterer, to adjourn at 7:45 P.M. Motion carried 6-0.

Minutes taken by Sarah Monette