

Ruth Culver Community Library

Board of Directors

January 18, 2023

6:30 p.m.

1. **Call to Order** - The meeting was called to order at 6:30 p.m. by President Sue Lloyd.
2. **Roll Call** - Present:, Chris Bender, Sue Lloyd, Jeff Virchow, Director Lauren White, Laura Lang (virtual), Jessa Kinnamon, Stephanie Judge, absent, Jim Witecha, excused.
3. **Public Notice of Agenda** - Motion by Jeff, second by Chris to approve the agenda as printed. Motion carried.
4. **Consider November 16 Minutes** - Motion by Jessa, second by Laura to approve the minutes from the November 16, 2022 meeting. Chris abstains. Motion carried.
5. **Public Comment (Limit to 3 Minutes)** - none.
6. **Consider Vouchers from November and December** - Motion by Jeff, second by Chris to approve the vouchers. Motion carried.
7. **Comments from the Public/Library Board** - combined report from November/December.
8. **Reports**
 - A. **Director's Report** - see attached for highlights. Trang will present estimate for additional cost for lighting project.
 - B. **Building Committee Report** - The Committee hasn't met since our last Board meeting. Meeting will be scheduled.
 - C. **Village Board Report** - no reports.
 - D. **Friends of the Library Report** - Friends meet next week to approve wish list items. Discussion to move date for the golf outing.
9. **Business**
 - A. **Discuss Year End Budget Update** - \$4000 left in 2022 budget. Lauren hopes to return around plans to have around \$500 left in the 2022 budget after additional expenses. Foundation report: returns have reflected the general economic stress.
 - B. **Discuss/Consider 2023 Friends Wish List** - reflects some changes in cost, specifically from Fearings for community room AV equipment. Motion by Chris to approve Friends wish list as printed. Second by Jessa. Motion carried.
 - C. **Discuss/Consider 2023 Library Board Annual Calendar of Tasks** - Board reviewed the annual calendar of events. Lauren recommends moving annual meeting: election of officers to July to correspond with Trustee terms; Change quarterly finance review to February, May, August, & November; Disbursement of director evaluation to October. Motion by Laura to approve changes. Second by Jeff. Motion carried.
 - D. **Discuss/Consider Covid-19 Emergency Pay Policy** - Recommendation to extend the policy for an additional six months. To date, 9 of 11 staff members have taken advantage of the policy. Motion by Chris to extend the Covid policy through June 30. Second by Laura. Motion carried.
 - E. **Discuss/Consider Computer Use, Internet Access and Printing Policy** - Motion by Laura, second by Jessa, to approve Computer Use, Internet Access, and Printing Policy as amended. Motion carried.
 - F. **Discuss/Consider Addendum to Village Personnel Manual** - Motion by Jessa to approve the Village of Prairie du Sac Personnel Manual, "The Ruth Culver Community

Library Board hereby adopts the Village of Prairie du Sac Personnel Manual (Adopted by the Village Board 11/27/12) with the following exclusions, substitutions, and modifications which will be provided to the Village Administrator”. Second by Chris. Motion carried.

10. Adjourn Motion to adjourn by Jeff, second by Chris. Motion carried. Meeting adjourned at 7:50 p.m. Next meeting is February 15 at 6:30 p.m.

Submitted by,
Jeff Virchow, Secretary