

Meeting Minutes of the Argyle Public Library Board of Trustees

Monday, July 18, 2022, 6:00 p.m., Community Room

1. Call to Order

In the absence of President Jessica Martin and Vice President Bill Johnson, the meeting was called to order at 6:05 p.m. by Monica Hodgson.

2. Roll Call of Members

Members in attendance: Toni Harding, Monica Hodgson, Library Director Sarah Kyrie, Lynn Rossing, Also in attendance: Vicki Tollakson representing the Friends of the Argyle Public Library ("Friends").

3. Adoption/Amendment of Agenda

It was suggested that a Friends Report and a Village Communication be added to the agenda. Rossing moved to approve the agenda as amended. Hodgson seconded. All in favor.

4. Approval of June 13, 2022 Meeting Minutes

Rossing moved to approve the June 13, 2022 meeting minutes. Harding seconded. All in favor.

5. Public Communications

None.

6. Friends Report

Vicki Tollakson reported. The Friends received a letter of 501(c)(3) status from the IRS. They are hosting information tables at the Open Markets, Homecoming, and the December craft show, working on starting a new little library, and looking at a variety of future fundraising activities. They will be adding another board member soon

7. Village Communication

No report. Harding asked Tollakson about the possibility of the Friends doing concessions for an event on September 10 and 11.

8. Finances/Approval of Bills

One mathematical correction was made to the spreadsheet of expenses and bills that Director Kyrie provided to the Board. Hodgson asked for a vote to approve the bills. All voted to approve the bills. The budget for 2023 was discussed. Due to a new electronic pay system that the Village started using a few months ago, Director Kyrie has not received an expense report since February. Action item: Harding will inquire about wage increases for Village staff next year and provide this information to Director Kyrie so that she can plan next year's budget.

9. New Business

The Board is continuing to process the information in Trustee Essentials: A Handbook for Wisconsin Public Library Trustees: "Hiring a Library Director." Director Kyrie provided the Board with job descriptions from several other area libraries to compare with Argyle's. Hodgson moved to table the issue until next month when Johnson and Martin are in attendance. Harding seconded. All in favor. The goal is to have this completed by the end of the year.

10. Library Updates

- Programming
 - The Summer Reading Program is completed, and kids are encouraged to continue reading through the end of August when they go to the library for a prize.
 - The hula hoop event was a big success with 45 people in attendance.
 - The grant-funded project to bring multicultural foods to Argyle continues with a taco truck at the August 6 Open Market, and Armenian food provided by the Argyle Cafe at the August 20 Open Market.
 - Also at the August 20 Open Market, the Library is hosting a Literary Day for local authors to bring their books and talk about them.
 - Perfumer Melissa Langholff will be at the Library on August 23 at 6:00 p.m. to talk about her work crafting scents, scents and memories, and the art of building fragrances.
 - The Adults' Book Group continues to meet during the summer.
 - Library staff members are working on a program for the Family Book Group (formerly called the Children's Book Group) that will resume their meetings in the fall.
 - The topic of library hours is postponed until next month.

11. SWLS/Lafayette County Library Updates

The County canceled the meeting, so there is no report.

12. New Building Discussion

Hodgson has been working with FEH Design to get a bid for preliminary work to evaluate potential sites. Quotes will be sought from other architects as well. Action item: Director Kyrie will try to find the names of other architectural firms to bid on doing this work.

13. Old Business

Staff evaluations. When the review of the Library Director's job description is complete (see item 9 above), the evaluation process, staff evaluations, and staff training will be further discussed.

Note: Friends representative Vicki Tollakson left the meeting at 6:46 p.m.

14. Closed Session

Rossing moved to convene in a closed session under Section 19.85 of the Wisconsin Statutes to address personnel issues. Harding seconded. All in favor. No action taken during the closed session.

15. Adjournment

Harding moved to adjourn. Hodgson seconded. All in favor. Meeting adjourned at 7:13 p.m.

NEXT MEETING: Monday, August 15, 2022, 6:00 p.m. Location to be determined.