

## **Public Library Board of Trustees Minutes 11/10/25**

**Roll Call of Members:** Meeting called to order at 6:00 pm by Jeni Detra. Roll Call, Bailey Watson, Monica Hodgson, Sarah Gallagher, Garry Rossing, and Wyatt Webster

**Adoption of Agenda:** Sarah makes the motion to amend Agenda item I, to be changed to "job description approvals," Monica seconds, motion carried.

**Approval of 10/15 and 10/22 Minutes:** Jeni makes the motion to amend 10/20/25 to exclude the line about job descriptions from the minutes, Sarah seconds, motion carried.

Monica makes the motion to approved amended 10/20/25 minutes, Sarah seconds, motion carried.

Jeni makes the motion to approve 10/27/25 minutes, Sarah seconds, motion carried.

**Public Communications:** None

**Friends Report:** Garry Rossing mentioned The Friends discussing the idea of library donations going to the Friends. Also mentioned was the idea of The Friends helping with assisting someone in taking the four mandatory classes for a Director's position after they've worked at least a year. \$500 donation from Carol Gifford, hoping for more large print books. The Board discussed how to best use this donation

**Library Board Letter of Interest to Village Board:** The Board discussed a draft letter to the Village Board to open the conversation of the library relocating to the First National Bank building. It was also discussed to create a letter of intent for the Village Board to review. Jeni motions to make a change to the draft, adding "In an effort to support the Village Board, the Library Board will share an initial draft of a letter of intent, which The Village Board may consider, review and modify, with the hope that it will be shared with the property owner," and send the draft to the to the Village Board, Monica seconds, motion carried.

**Letter From Village Board:** Monica makes the motion to recognize that The Library Board received the letter, Jeni seconds, Sarah abstains, motion carried.

**Code of Conduct Consideration:** Sarah Gallagher makes the motion to table this, Monica seconds, motion carried.

**Legion Donation:** Bailey mentioned a \$500 donation from The Legion, and The Board expressed interest using the donation before the end of the year.

**Meeting Schedule for 2026:** Bailey asked if the current schedule for monthly meetings are working, and if there is a need for a change. Sarah mentioned the 6:00 p.m. start time being challenging to arrive on time for some. General discussion followed.

**Preliminary 2026 Budget Considerations:** Sarah presented a draft budget, and general budget discussion followed. Sarah makes the motion that the Library's phone service changes to VIOP, also allocating \$60 for the Library to purchase a new phone, Jeni seconds, motion carried.

General discussion of desire to increase wages & hours for Library employees.

**Exit Interview:** Will come back to during Director's report.

**Board Composition:** Jeni makes the motion to update the Board of Trustees roster and terms, Monica seconds, motion carried.

**Substitute Assistant Job Description Approval:** Jeni makes the motion to approve all three job descriptions, and add that "a 24 hour notice before will be attempted to be given before getting called in, but is not guaranteed," to all job descriptions, except the director's position. Also, changing the "junior standing in high school" to "16 years or older," under the experience and qualifications section for all three positions, Monica seconded, motion carried.

**Payroll Policy:** Sarah gave examples how other libraries oversee payroll, ideas for an approval process, and presented a draft for a payroll policy. Sarah makes the motion to approve the credit card policy with the amendment to change \$750 to \$250 in maximum purchases without board approval, Monica seconds, motion carried.

Sarah makes the motion to table the payroll policy and financial policy until the next meeting, Monica seconds, motion carried.

**Director Transition:** Jeni described working with Bailey to help with the transition, working through a checklist of items. General discussion on the library's chain of command. Sarah makes the motion to use the existing chain of command document, which the board will review at a later date, Monica seconds, motion carried.

**Posting of the Library Director Job:** Discussion of the wage, hours and description of the position, and Bailey expressed the importance of being clear and precise with the position's expectations, hours, and the budget of the library. Sarah makes the motion to create a committee, consisting of Monica, Jeni and Sarah, to review and update the Director's job position, making sure it fits within the 2026 budget, with the ultimate goal for The Board to post the position no later than December 5th, Jeni seconds, motion carried.

Sarah makes the motion to give Wyatt access to a job search email to gather applications and respond as necessary, Jeni seconds, motion carried

**Library Director Report:** Bailey shared discussion from a previous SWLS meeting, and the library moving over to Ingram for purchases, though this could lead to delays. Bailey suggested eventually moving over to Amazon. A circulation comparison between 2024 and 2025, January 1st up to November 10th was shared, showing a circulation drop of roughly 600. Bailey met with the Kajeet representatives, and the library will be getting 10 hot spots for the price of \$2,172.33 for one year. Bailey suggested sending out the exit interview in an email for the sake of time.

**Convene to Closed Session:** N/A

**Reconvene to Open Session:** N/A

**Action on Closed Session Discussion if Needed:** N/A

**Announcements:** None

**Adjourn:** Jeni makes the motion to adjourn at 9:50 p.m., Sarah seconds, motion carried

Next Meeting is Monday, December 15, 2025, 6:00 p.m. location to be determined