

**AGENDA FOR THE MEETING OF THE
BARABOO PUBLIC LIBRARY BOARD OF TRUSTEES**

Members noticed must notify the person who prepared the agenda (see below) at least 24 hours before the meeting if they will not be able to attend.

Date and Time: Tuesday, September 20, 2016 at 5:30pm
Location: Lower Level Meeting Room, Baraboo Public Library, 230 4th Avenue
Members Noticed: E. Burchett, J. Ellington, M. Grant, F. Hartmann, A. Kujawa, J. McMahon, B. Stelling, L. Von Asten, D. Wernecke
Others Noticed: Clerk's office, City Administrator, Mayor, TAB Representative, L. Stanek

- I. Call to order
 - A. Note compliance with Open Meeting Law
 - B. Approve agenda
 - C. Approve the August 16, 2016 Library Board meeting minutes
 - D. Approve the September 9, 2016 Finance Committee meeting minutes
- II. Appearance: report on trust funds investment by Laura Stanek, Raymond James Financial Services
- III. Unfinished business
 - A. Teen Advisory Board report
 - B. Ad Hoc Upgrade Review Committee update
 - 1. Compensation request for note taker
 - C. Update on website re-design project
 - D. Update on reading room improvements project
 - E. 2017 Budget
- IV. New business
 - A. Review need to continue coverage of Adult Services Librarian/Assistant Director service desk hours with Circulation Substitutes
 - B. General leave requests
 - 1. Penny Johnson
 - 2. Anne Horjus
 - C. Approval process for future general leave requests
- V. Financial Summary
 - A. Bills: J. Ellington, examiner
 - B. Revenue and donations report
 - C. Expenditure report
 - D. Trust fund report
- VI. Consent agenda
 - A. Correspondence – letter from Robert Fleming
 - B. Staff reports

- C. Statistics
- D. Board member volunteer experiences
- E. Friends report

VII. Adjournment

Agenda Posted by _____ on _____
Agenda prepared by M. Allen

PLEASE TAKE NOTICE that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Library Director, 230 4th Avenue, or phone 356-6166, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of, other governmental bodies of the City of Baraboo who are not members of the above Council committee, commission, or board may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, **other than the Council, committee, commission or board identified in the caption of this notice.**

FOR INFORMATION ONLY, AND NOT A NOTICE TO PUBLISH