

**BARABOO PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES NOVEMBER 20, 2018**

I. Call to order

A. Note compliance with Open Meeting Law

The meeting was called to order at 5:30 pm

B. Roll Call

Members present: J. Ellington, J. Gunnell, B. Persche, L. Steffes, L. Von Asten, J. Watts

Members absent: F. Hartmann, T. Kujawa, B. Stelling

Others present: J. Bergin, E. Truman

C. Approval of the October 16, 2018, Library Board meeting minutes

Motion to approve the minutes: J. Gunnell

Second: L. Von Asten

Vote: Motion passed unanimously

D. Approval of the October 18, 2018, Library Board meeting minutes

Motion to approve the minutes: J. Gunnell

Second: L. Von Asten

Vote: Motion passed unanimously

E. Approval of the October 19, 2018, Library Board meeting minutes

Motion to approve the minutes: J. Gunnell

Second: L. Von Asten

Vote: Motion passed unanimously

F. Approval of the October 22, 2018, Building and Grounds Committee meeting minutes

Motion to approve the minutes: J. Gunnell

Second: L. Von Asten

Vote: Motion passed unanimously

G. Approval of the Agenda

Motion to approve the Agenda as amended with item D under Action Items moved to item H under Information Items: J. Gunnell

Second: L. Von Asten

Vote: Motion passed unanimously

II. Public Hearings/Appearances

None.

III. President's Comments

Appreciation given for flowers sent from Board following surgery.

IV. Action Items

A. Discussion and decision on appeal from patron about loss of privileges

After considerable discussion, decision was made for patron to have conditional reinstatement of library privileges (use of library building and services). Conditions to be met include all returning materials are to be checked in directly at circulation desk (not dropped in return bins) and to inform staff promptly if the problem develops again.

Motion to accept patron appeal with conditions as stated above: J. Watts

Second: L. Von Asten

Vote: Motion passed unanimously

B. Conduct Policy updates regarding appeals

Changes and additions to the Conduct Policy were reviewed.

Motion to approve Conduct Policy as presented: J. Ellington

Second: L. Steffes

Vote: Motion passed unanimously

C. Circulation Policy updates to add borrowing restriction section

Changes and additions to the Circulation Policy were reviewed. Discussion held to add statement "or at the discretion of library staff or library board" at the end of final bullet point under Borrowing Restrictions section.

Motion to approve Circulation Policy as amended: L. Steffes

Second: L. Von Asten

Vote: Motion passed unanimously

D. MSA update- review decisions from kick off meeting – See agenda packet for details on the following items:

- a. Timeline
- b. Communication
- c. Budget/Funding
- d. Community Engagement
- e. Decision makers
 - i. Library Leadership Team
 - ii. Building Committee
 - iii. Library Board

E. Update on Strategic Planning progress

- a. Survey results – over 1200 responses (success due in part to social media presence, postcard mailing and information at circulation desk)
- b. Data webinar
<http://www.wils.org/consulting/Baraboo%20PL%20Data%20Webinar-201811151803.mp4>
- c. Community Conversations progress – notes from these 9 community conversations will be made available to the Board
- d. Next steps, timeline – November 30 meet to work on mission, vision and values; December 14 meet to work on strategic plan development

F. Public Relations “PR Team” Ad Hoc Committee update

Did not meet this past month – waiting for strategic planning process and phase 1 from architects to be completed before making further PR plans.

Patrons are able to make a \$10 donation to building fund and receive a “Get Loud for the Library” t-shirt.

G. Bills: L. Von Asten, Examiner

Motion to pay the bills: L. Von Asten

Second: B. Persche

Vote: Motion passed unanimously

V. Information Items

- A. Teen Advisory Board report – none. P. Johnson currently working on creating new teen advisory board.
- B. Financial Summary
 1. Revenue and donations report
The report was reviewed.
 2. Expenditure report
The report was reviewed.
 3. Trust Fund report
The report was reviewed.
- C. Staff Reports
 1. Adult Services Report
The report was reviewed.
 2. Youth Services Report
The report was reviewed.
 3. Director’s Report

The report was reviewed. Highlights include staff in-service on November 29 (library will be closed) to review privacy, security and safety issues, as well as work on space needs assessment with MSA/Quinn Evans.

D. Statistics

The library statistics were reviewed.

E. Trustee(s) to attend all staff meeting: No staff meeting this month.

F. Friends Report

Currently preparing for December book sale. Working on their year-end appeal letter. Planning underway for their annual member meeting to be held in January. Secured musicians for winter 2019 Music with Friends series.

G. Correspondence – none.

H. Discussion on response to Baraboo photo in the news

Early discussion on planning programs on tolerance, racism, etc. for January.

VI. Board Member Comments

VII. Adjourn

Motion to adjourn: L. Von Asten

Second: J. Watts

Vote: Motion passed unanimously

The meeting adjourned at 7:08 pm.