

Belleville Library Board Meeting

May 16, 2012

Call to Order: The meeting was called to order at 6:03 pm.

Present: Denise Mussehl, Barbara Belle, Mary Gehin, Linda Schmitt, Bonnie Wilcox, Jean Christensen and guest, Andrea Jansen from Baker Tilly.

Absent:

Visitors Who Would Like to Speak Now:

Visitors Who Would Like to Speak on an Agenda Item:

Reading of Minutes from Last Meeting/Secretary's Report: The minutes from the April 2012 meeting were reviewed; Denise made a motion to accept the minutes and the motion was carried.

Treasurer's Report:

a. Payment of Bills

Board members reviewed the bills from 4/16-5/14/12. Linda remarked that the Green County Payment amount in the expenditure section was incorrect; Jean will correct the error. Linda made a motion to accept/pay the bills and the motion was carried.

b. Audit Report

Andrea Jansen, CPA, from the accounting firm of Baker Tilly, provided Board members with a Library Fund Balance graph (2009-2011) as well as end of year fund balance information.

OLD BUSINESS

A. Building

Jean reported that the elevator repairs were completed. The entryway/restroom remodeling will begin the first week in June, with an estimated completion of 3 weeks. A book drop-box will cost approximately \$1600 and new doors \$600 per.

B. Beyond the Page

Jean had nothing new to report.

NEW BUSINESS

A. Election of Officers

Barbara Belle submitted her formal resignation from the Library Board. Board members commended her for her years of service and dedication to the Library. Barb will be missed at monthly meetings and Board members wish her well.

The following elections of officers took place:

President:	Mary Gehin
Vice-President:	Linda Schmitt
Interim Treasurer:	Linda Schmitt
Secretary:	Denise Mussehl

Mary made a motion to accept the election of officers; Bonnie seconded and the motion was carried. Linda suggested asking Heidi Clark to act as a Library Trustee; Denise will make the offer to Heidi.

B. Personnel Manual

Board members will review personnel manual and discuss at the June meeting.

C. Evaluation Form

Board members reviewed the staff evaluation form used by the Village as well as a form the Library Director uses and is specific to each job description. Linda suggested Jean revise the library evaluation form to meet her needs and the Board will review it at the next meeting.

D. SCLS Update

SCLS will no longer pay WLA dues for Trustees or Library staff. Jean will check on the amount for dues. Jean reported on rumors of the Arrowhead Library System (Rock County) merging with SCLS.

REPORTS

A. Village Representative:

B. Director:

1. The recent book sale netted \$422.50.
2. Jean reported the net lender payment will be \$540.00
3. Neilds will repair the lettering on the exterior sign.
4. Linda asked that circulation statistics be provided at each meeting.
5. Bronna presented plans for the 2012 Summer Reading Program.

Mary made a motion to go to closed session per Wisconsin Statue 1895(1)(c) considering employment, promotion, compensation, or performance evaluation data of any employee over which the governing board has jurisdiction or exercises responsibility; the motion was carried and the Board convened to closed session at 7:55 pm.

Mary made a motion to reconvene to open session for possible action on items discussed in close session; the motion was carried and the Board reconvened to open session at 8:13 pm.

Adjournment:

Mary made motion to adjourn; Linda seconded the motion. The motion was carried and the meeting was adjourned at 8:15 pm.