

**BLACK EARTH PUBLIC LIBRARY – Regular Meeting 11/19/2024**

**1210 MILLS STREET, BLACK EARTH, WI 53515 – Zoom Meeting**

**1. Call to order**

- a. Schuetz called the meeting to order at 7:00pm.

**2. Roll call of members**

- a. Schuetz, Wittenwyler, Ederer, Helmenstine present.
- b. Rogers and Shawn Brommer.

**3. Proof of posting**

- a. Schuetz read the proof of posting.

**4. Adoption/amendment of agenda**

- a. Helmenstine moves to adopt the agenda, Ederer Seconds.
- b. Motion Passed.

**5. Public comment**

- a. No members of the public present.

**6. Reading and approval of minutes from 10/15, 10/28, 11/12**

- a. Add 10/15 date to the minutes.
- b. Wittenwyler comments added to 10/15 minutes regarding discussion about a professional services line item.
- c. Wittenwyler motioned to approve all three minutes as amended and presented. Ederer seconded.
- d. Motion Passed.

**7. Discussion/Action on strategic plan**

- a. Shawn Brommer discussed the final draft of the strategic plan. At this time the plan is at a point where the content is set, but wording and syntax can be edited still.
- b. Page 9. Wittenwyler stated that senior citizens could use a specific shoutout in the use of the facilities. Many residents over the age of 60 use the library. The language does not seem to align with the figures. Brommer stated that this was a figure that was carried over from the prior plan, and has edited to reflect the current data.
- c. Page 21. Wittenwyler discussed the expectation in the future plans regarding identification of the new library site. Schuetz discussed his interpretation that the language included the current site as an option. Schuetz stated that the language should still reflect the “expansion project”. The Board discussed the language regarding the objective to select a building site by 06/30/2025. The Board agreed the language should be more specific for what the options are and needs a longer timeline.
- d. Page 21. Schuetz mentioned that there are some formatting edits to still fix. Brommer stated that the SCLS graphic artist will make those edits.

e. Schuetz motions that the Board direct the SCLS strategic planning consultant Brommer and interim director Rogers to complete the strategic plan with the discussed amendments. Wittenwyler seconds.

f. Motion passed.

**8. Friends of the Library update**

a. Rogers delivered the update. A reminder to the Board that the silent art auction is ongoing until December 6<sup>th</sup>.

**9. Village update (Helmenstine)**

a. Helmenstine stated that the Library's Budget was accepted in full by the Board. The village budget also now includes a \$1,400 line item for "grant writing" services, with the goal to increase this in future years. These services would be available to all village departments. Helmenstine thanked Wittenwyler for the idea, the Village Board was very supportive of it.

b. Schuetz thanked the Village Board for approving the planting of new trees in Veteran's Park.

**10. Treasurer's Report (Schuetz)**

a. Schuetz stated that last month's expenses omitted two checks that had not yet cleared by the time of the last regular meeting. They are included now.

b. Schuetz stated that several checks have gone out to the authors for the author fair. The authors were very grateful.

c. Schuetz stated that the SCLS Foundation fund is actually at \$225,585.77. Schuetz asked to amend the report to reflect this, there was no opposition.

d. Ederer motions to approve the treasurer's report as amended. Helmenstine seconds.

**11. Action on bills**

a. Wittenwyler discussed the Hoopla expenditure and that it has dropped significantly, as the Board had hoped.

b. Schuetz motions to pay the bills, Ederer seconds.

c. Helmenstine asked about the Hoopla line item. Schuetz asked how much the line item has been overspent.

**12. Discussion/Action on budget 2025**

a. Rogers restated that the budget was approved by the village board, and that no action is required by the Library Board.

**13. Discussion/Action DCLS Agreement for Extension of Library Service**

a. Rogers stated that this is an annual agreement that states we will serve Dane County residents and receive reimbursement for those services.

b. Wittenwyler motioned to approve the agreement. Ederer seconds.

c. Motion Passed.

**14. Consideration/motion to enter into closed session pursuant to Wis. Stats. 19.85(1) (c)  
Considering employment, promotion, compensation or performance evaluation data**

**of any public employee over which the governmental body has jurisdiction or exercises responsibility (Library Director candidate discussion) (Roll call vote)**

- a. Schuetz motioned to move into closed session. Ederer seconded.
- b. Helmenstine, Yes; Wittenwyler, Yes; Ederer, Yes; Schuetz, Yes
- c. Entered closed session at 7:43pm.

**15. Consideration/motion to arise from closed session**

- a. Helmenstine moves to arise from closed session. Schuetz seconds.
- b. Motion passed.

**16. Consideration/motion on action from closed session**

- a. Helmenstine motions that the Board direct the Library Board President to proceed with an offer to the Board's first candidate within the parameters discussed in closed session. Ederer seconds.
- b. Schuetz stated that it's his intention to make the call tomorrow.
- c. Motion Passed.

**17. Director's Report (Rogers)**

- a. Rogers delivered the Director's Report.
- b. Schuetz motioned to approve the report. Wittenwyler seconded.
- c. Motion passed.

**18. Future agenda items**

- a. Onboarding of new Director.

**19. Next meeting**

- a. December 17<sup>th</sup> at 7pm

**20. Adjournment**

- a. Helmenstine motioned to adjourn. Wittenwyler seconded.
- b. Motion passed.