
BOARD OF TRUSTEES

Kevin Fitzgerald, President
Bill Hopkins, Vice President
Vacant, Treasurer
Kathey Czischke, Secretary
Renee Brickner
Beth Hendrix
Amee Janus
Nancy Kemp
Bill Watson

Board of Trustees Meeting

5:30pm, Monday, January 23, 2023

Twin Lakes Building

110 S. Lake Avenue, Twin Lakes, WI 53181

LeeAnn Briese, Director

24615 89th Street
Salem, WI 53168
(262) 843-3348 Telephone
(262) 843-3144 Fax
www.communitylib.org

Meeting Minutes

Present: President Fitzgerald, Trustees: Czischke, Hendrix, Kemp and Watson

Absent: Trustees: Brickner, Hopkins and Janus

Administration: LeeAnn Briese, Director

1. **Call to order:** President Fitzgerald called the meeting to order at 5:35pm.
2. **Pledge of Allegiance and Roll Call**
3. **Minutes from the board meetings held Monday, December 19, 2022**
Motion made by Trustee Kemp to accept the corrected minutes of the meeting held Monday, December 19, 2022, seconded by Trustee Hendrix. Passed unanimously.
4. **Citizen's comments** – None
5. **Library Board Vacancy**
Due to the passing of Library Board Treasurer Duane Kellor, President Fitzgerald made a motion to appoint Trustee Hendrix to serve as the interim Treasurer until Salem Lakes appoints another resident to the Library Board. Seconded by Trustee Watson. Passed unanimously.
6. **Financials**
Motion made by President Fitzgerald to accept the financial report as presented, seconded by Trustee Kemp. Passed unanimously.
7. **Bills for payment**
Motion made by Trustee Kemp to pay all bills as presented, seconded by Trustee Czischke. Passed unanimously.
8. **Director's Report**
Director Briese reviewed the 2022 year end library usage statistics. Overall, library usage is up from 2021 and but still not back to pre-pandemic business. The library's annual report to the state is currently being worked on and is required to be submitted to the Kenosha County Library System and then to the Department of Public Instruction by March 1. The report will be presented to the library board at the February 27 meeting. The staff are working with the library's bookkeeper to close out 2022 and the auditors will be conducting the audit in February. The Winter Reading Challenge runs through February 11. The library's goal is to reach 60,000 minutes logged. So far, over 68,000 minutes have been logged. Story hour attendance continues to improve along with other in-person programming. Staff are working on spring programming. Staff will be attending the Wild Wisconsin Winter Web Conference this week. Webinars covers topics in the management, wellbeing and marketing fields. Youth services staff attended an in-person programming workshop at the New Berlin library. Adult services staff attended a virtual WLA mentoring orientation program, will be attending a virtual workshop on libraries responses to the opioid crisis and meeting with staff from Kenosha County's Aging and Disability Resource Center to discuss programming partnerships.

9. Correspondence

Library staff member, Kim Jordan sent the Library Board a thank you card for the staff appreciation gesture given out in December.

10. Standing committee reports

- a. Asset Inventory & Facilities** – HVAC humidity and supplemental heat for the Salem building
The committee met on Monday, January 23 at 4:45pm-5:30pm to discuss solutions to better control the humidity levels in the main area of the library during the summer and to provide supplemental heat to two staff offices that are along a northeast exterior wall in winter. Building maintenance staff, Tim Pfeuffer, explained the different solutions and quotes from area contractors. The committee presented the issues and solutions to the library board, recommending the following: Selecting MPC to install two APR control valves for hot gas bypass operation to allow for dehumidification on air conditioning units 1 and 2. Selecting Ericksen Electric to install two radiant heat panels with thermostats for the two offices.

Motion made by Trustee Hendrix to hire MPC to purchase and install two APR control valves for a total of \$9,100, seconded by Trustee Kemp. Passed unanimously.

Motion made by Trustee Hendrix to hire Ericksen Electric to install two radiant heat panels and thermostats for a total of \$1,150. The library will purchase the two heat panels and thermostats for a total of \$632 plus \$75 S&H for a grand total of \$1,857. Seconded by Trustee Kemp. Passed unanimously.

- b. Personnel & Finance** - None
- c. Policy & Services** - None
- d. Foundations & Memorials** - None

11. New business - None

12. Friends of the Library report

Trustee Czischke reported that Amazon will end their Amazon Smile charity work in February. The next book sale is February 3 and 4, the Spring Bling Fling is on March 25 and the annual meeting is on February 10.

13. Date, time and location for the next meeting – Monday, February 27, 2023 at Salem at 5:30pm.

14. Adjournment

President Fitzgerald adjourned the meeting at 6:15pm.

Minutes respectfully submitted by Director Briese.