
BOARD OF TRUSTEES

Amee Janus, President
Beth Hendrix, Vice President
John Poole, Treasurer
Kathey Czischke, Secretary
Katie Bjorkman
Kim Chesser
Kevin Fitzgerald
Nancy Kemp
Kelly Sweeting

Board of Trustees Meeting
5:30pm, Monday, October 23, 2023

Salem Lakes Building
24615 89th Street, Salem, 53168

LeeAnn Briese, Director

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

Meeting Minutes

Present: President Janus, Trustees: Bjorkman, Fitzgerald, Hendrix, Kemp and Sweeting

Absent: Trustees: Chesser, Czischke and Poole

Administration: LeeAnn Briese, Director

1. **Call to order:** President Janus called the meeting to order at 5:30pm.
2. **Pledge of Allegiance and Roll Call**
3. **Minutes from the board meetings held Monday, September 25, 2023**
Motion made by Trustee Kemp to accept the minutes of the meeting held Monday, September 25, 2023, seconded by President Janus. Passed unanimously.
4. **Citizens comments** - None
5. **Financials**
Motion made by Trustee Fitzgerald to accept the financial report as presented, seconded by Trustee Kemp. Passed unanimously.
6. **Bills for payment**
Motion made by President Janus to pay all bills as presented, seconded by Trustee Hendrix. Passed unanimously.
7. **Director's Report**
Director Briese reviewed the third quarter library usage statistics. The October reading challenge is wrapping up over 35,000 minutes logged. The library partnered with the Wisconsin Science Festival to give away STEM activity bags. Elizabeth, Adult Services librarian visited Wilmot United Methodist Church on October 4 to promote library services to seniors. Tara, Youth Services librarian will visit Headstart once a month and Jeannie, Youth Services Manager will visit the Salem Grade School once a month. Staff will attend Lakewood's Fall into Learning Community Event on November 2 to promote library programming. Jeannie, Youth Services Manager will be making school library visits to meet the librarians. She also visited the Elkhorn Public Library to tour their library and to learn more about their youth volunteer program. Marcie, Youth Services assistant contacted the Twin Lakes Fire Department during fire prevention week. They provided 20 bags which included fire department plastic hats, sticker badges, coloring pages and a book. Our Twin Lakes preschool story hour kids send Jaxx, the Twin Lakes Police dog a get well card. The November program brochure has been posted and the eNewsletter will be going out. A homeschool tween book club has been added. Steve Belliveau will present a science program for families on November 18. Renowned ghost hunter, Chad Lewis will be back to talk about Wisconsin's most haunted locations on November 29. Versiti Blood Center of Wisconsin will hold a blood drive on Monday, November 6 from 2-7pm at Salem. Acoustic tiles were installed in the Salem meeting room on October 6. Staff will attend the Wisconsin Library Association in Middleton this week.

8. Correspondence – None

9. Standing committee reports

a. Asset Inventory & Facilities – None

b. Personnel & Finance – 2024 budget review

The committee met at 4:30pm on October 23, 2023. Committee members present: Fitzgerald (chair), Hendrix and Poole. The committee reviewed the first draft of the 2024 budget. Director Briese will continue to revise the budget and will present at the November meeting. Director Briese reviewed the first draft with the board.

c. Policy & Services – None

d. Foundations & Memorials – None

10. New business – None

11. Friends of the Library report

Trustee Kemp announced that the Friends next book sale will be November 2-4. The Friends purchased 2024 calendars to give to library board members and staff. They will sell the remainder calendars at their next book sale.

12. Date, time and location for the next meeting – Monday, November 27, 2023 at Twin Lakes at 5:30pm.

13. Adjournment

President Janus adjourned the meeting at 6:15pm.

Minutes respectfully submitted by Director Briese.