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**BOARD OF TRUSTEES**

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

**Board of Trustees Meeting**

5:30pm, Monday, April 24, 2023

**Salem Lakes Building**

24615 89<sup>th</sup> Street, Salem, 53168

**LeeAnn Briese, Director**

24615 89<sup>th</sup> Street  
Salem, WI 53168  
(262) 843-3348 Telephone  
(262) 843-3144 Fax  
[www.communitylib.org](http://www.communitylib.org)

**Meeting Minutes**

**Present:** President Fitzgerald, Trustees: Brinkner, Hendrix, Hopkins, Janus, Kemp, Watson

**Absent:** Trustee Czischke

**Administration:** LeeAnn Briese, Director

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1. **Call to order:** President Fitzgerald called the meeting to order at 5:30pm.
2. **Pledge of Allegiance and Roll Call**
3. **Minutes from the board meetings held February 27, March 27 and March 29, 2023**

Motion made by Trustee Hopkins to accept the minutes of the meeting held Monday, February 27, 2023, seconded by Trustee Watson. Trustees Hopkins and Hendrix abstained. Motion passed. Motion made by President Fitzgerald to accept the minutes of the meeting held Monday, March 27, 2023, seconded by Trustee Hendrix. Trustees Janus and Hopkins abstained. Motion passed. Motion made by President Fitzgerald to accept the minutes of the meeting held Wednesday, March 29, 2023, seconded by Trustee Hendrix. Trustee Kemp abstained. Motion passed.
4. **Financials**

Motion made by Trustee Hopkins to accept the February and March financial reports as presented, seconded by Trustee Janus. Passed unanimously.
5. **Bills for payment**

Motion made by President Fitzgerald to pay all bills as presented, seconded by Trustee Hopkins. Passed unanimously.
6. **Director's Report**

Director Briese reviewed the first quarter library usage statistics. Storytime attendance is growing. The ABC storytime is switching to Barnyard Buddies for the summer. Library staff brought live baby ducks and chicks to introduce storytime families to the new themed storytime. The UW-Extension holds a virtual program every month on plant disease. May programs include: Paws to Read, ASL for Kids, Magazine Scavenger Hunt, Take-Home Crafts and book discussions. Gardener Melinda Myers will present a live virtual program on gardening in a challenging climate, comic books will be given out on Free Comic Book Day, Artist Jennifer Evans will teach patrons how to paint spring florals, Kenosha County will be presenting a program on foster care, Aurora Home Care will present a program on the myths and misconceptions of Hospice, and actor Betsey Means will present a program on Agatha Christie. Community Library has been selected to participate in the Check Out Wisconsin's State Parks at Your Library program. The program offers WI library card holders the chance to visit WI state parks for free. The program is sponsored by the WI Association of Public Libraries (division of WLA), the WI State Park System at the WI Department of Natural Resources Foundation and the WI Department of Public Instruction (DPI). The program runs May through December. Staff are preparing for The Summer Reading Program which runs June 3-July 29.
7. **Correspondence** – None
8. **Citizen's comments** – Various
9. **Standing committee reports**

**a. Asset Inventory & Facilities**

Salem Roof Repairs

The Asset Inventory & Facilities committee met on Wednesday, April 12 at 2:30pm. Committee members present: Beth Hendrix, Bill Hopkins, Director Briese and Maintenance staff, Tim Pfeuffer. The committee reviewed quotes to repair a section where two roofs meet on the northeast side of the building. The committee presented the quotes to the library board and made a recommendation to hire Stauffer Enterprises.

Motion made by Trustee Hopkins to hire Stauffer Enterprises to repair a section of the roof for an amount to not exceed \$4,000, seconded by Trustee Hendrix. Passed unanimously.

**b. Personnel & Finance**

Director's performance evaluation and Employee Agreement

Motion made by Trustee Hopkins to go into closed session, seconded by Trustee Kemp. A roll call vote was taken to go into closed session pursuant to Wisconsin Statutes Section 19.85(1)(c) to consider item 9b. Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Passed unanimously.

Motion made by President Fitzgerald to go into open session, seconded by Trustee Watson. A roll call vote was taken to convene into open session. Passed unanimously.

Motion made by Trustee Hopkins to approve a 2.5% salary increase per the Director's Employee Agreement as presented, seconded by Trustee Kemp. Passes unanimously.

Reinstatement of a full-time Youth Services Manager and a part-time Circulation Clerk

Motion made by Trustee Hopkins to reinstate the positions of a full-time Youth Services Manager and a part-time Circulation Clerk, seconded by Trustee Kemp. Passed unanimously.

**c. Policy & Services – None**

**d. Foundations & Memorials – None**

**10. New business**

Trustee Kemp stated that the Town of Randall has a new Town Chair who would like to become more familiar with the town's financial commitment as it relates to the municipality being part of the joint library. Trustee Kemp will invite the Town Chair to a library board meeting.

**11. Friends of the Library report**

Trustee Kemp announced the Friends made about \$800 during their Spring Bling Fling, the next book sale will be May 4-6 at the Twin Lakes branch and they donated withdrawn large print books that did not sell at the book sale to senior living centers.

**12. Date, time and location for the next meeting – Monday, May 22, 2023 at Twin Lakes at 5:30pm.**

**13. Adjournment**

Motion made by Trustee Hopkins to adjourn the meeting at 7:42pm, seconded by Trustee Kemp.

Minutes respectfully submitted by Director Briese.