

**Eager Free Library
Board of Trustees Meeting
Meeting Minutes: December 17, 2024**

1. Call to Order

Eloise Eager called the meeting to order at 5:02PM.

2. Roll Call

Trustees Present: Eloise Eager, Idalia Winger, Gwen Clendenning, and Jonathan Hollingsworth

Also Present: Library Director Bronna Lehmann

Absent: Lindsay Reese, Brian Smith, Ben Ladick

3. Approval of Agenda

Hollingsworth motioned to approve as presented. Winger seconded. Unanimously approved.

4. Civility Reminder

Reminder from Eager to be respectful during meetings.

5. Public Comment

A patron spoke with Winger, asking if library meeting minutes are to be posted online. Minutes are public record and available upon request.

6. Motion to Waive the reading of the minutes of the November 26, 2024 meeting and approve them as printed.

Clendenning moved to waive the reading and approve the meeting minutes. Winger seconded. Motion carried unanimously.

7. Library Director's Report

Lehmann gave the report. Working well into the spring and even summer for programming plans. Saturday, March 22—Friends of the Library 30th anniversary celebration. Lehmann will attend Library Legislative Day at the capitol in February. Other updates related to the administrative details of the library, including new software, ordering process, and working with staff scheduling and training.

8. Financial

Audit and approval of November check register

Winger motioned to approve the check register, Clendenning seconded. Roll call: unanimously approved.

2024 budget status was reviewed.

Library Treasurer's Report:

Clendenning reported: \$199,473.23 in two accounts. Donations were deposited.

Lehmann added that several donations were made in memoriam of a patron. Discussion for into which account these donations should be placed.

9. Old business

- a. Review of building maintenance and repair costs
We will be about \$28,000 over budget in this line. This is close to expected. We have received HVAC login credentials and have been verified.
- b. Update and possible action regarding Destree recommended immediate maintenance and repair items
West door replacement: has been ordered.

Exterior tuckpointing proposal:

Hollingsworth motioned that we approve the quote of \$4,895 from A&M Masonry for exterior tuckpointing. Winger seconds. Roll call: unanimously approved.

10. New business:

- a. Discussion and possible action to approve transfer of funds to City to reimburse payment for November Destree maintenance and repair project items
Clendenning motions that we approve repaying the city \$6,000 for the Renaissance Roofing deposit. Hollingsworth seconds. Roll call: unanimously approved.
- b. Discussion regarding plan to review Library Employee Handbook
A subcommittee was established. Ladick will be asked, and Clendenning will be on this committee.

11. Closed Session: Hollingsworth motions that the Library Board convenes in closed session pursuant to Sec. 19.85(1)(c) of the Wis. Stats. to consider performance evaluation data of a public employee over which the governing body has jurisdiction. Winger seconds. Unanimously approved.

Clendenning motioned to adjourn from the closed session and move into open session.

Hollingsworth motioned we approve the 2.75% STEP increase for Lehmann for her anniversary date in January 2025. Winger seconded. Roll call: unanimously approved.

12. Adjourn:

Winger motioned to adjourn. Hollingsworth seconded. Motion carried. Meeting adjourned at 6:37pm.

Next Meeting: January 28, 2025, 5:00pm

Minutes by: Jonathan Hollingsworth

Note: These minutes are not official until approved by the Board at a meeting called and noticed for that purpose.