

STOUGHTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
WEDNESDAY, AUGUST 21, 2024, @ 6:30 P.M.
HYBRID MEETING IN CARNEGIE ROOM
& VIA ZOOM



PRESENT: Lora Klitzke, President; Sharon Meilahn Bartlett, Vice-President; Erin Meinholz; Trista Richards; Dayna Verstegen (virtual); Siri Vienneau, Student Trustee
ABSENT: Ken Axe; Teri LeSage; Jean Ligocki, City Council Representative
ALSO PRESENT: Jim Ramsey, Library Director; Sarah Monette, Administrative Assistant

- I. CALL TO ORDER. 6:32 P.M. by President Lora Klitzke
- II. REVIEW OF AGENDA & CERTIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW.
- III. CONSENT AGENDA. *Motion to approve:* Meinholz. *Second:* Verstegen. *Vote:* 5-0.
- IV. FRIENDS OF THE LIBRARY REPORT. n/a
- V. RECOGNITION OPPORTUNITIES. The Board thanked Verstegen for her service, as this is her last meeting.
- VI. PUBLIC COMMENT PERIOD. n/a
- VII. REVIEW/DISCUSSION OF CORRESPONDENCE. Ramsey shared an email praising the Summer Library Program for teens and a letter praising Library staff.
- VIII. EDUCATION UPDATES. Meinholz commented on the Trustee Training Week webinar on book banning.
- IX. BOARD IN-SERVICE: SCLS data dashboards. Ramsey presented.
- X. DIRECTOR'S REPORT. In addition to his written report, Ramsey reported that masonry repairs to the original Carnegie library building are being planned for 2024; the Stoughton Area School District Superintendent has designated a replacement for Kristin Rosenberg; Fourth Street construction is beginning.
- XI. COMMITTEE REPORTS
 - A. Finance:
 - B. Personnel: has several items under New Business. Richards has created the Google forms for the Library Director evaluation.
 - C. Planning:
 - D. Policies:
- XII. OLD BUSINESS.
 - A. Recommendation from ad hoc Trustee Recruitment Committee regarding selection of new trustee. *Motion to recommend the appointment of Katie Wagner to the Board:* Meinholz. *Second:* Meilahn Bartlett. *Vote:* 5-0. Meinholz recommends that the next time there is an opening, the Board pursue active recruitment and advertising of the position to try to reach groups traditionally underrepresented on the Library Board. Meilahn Bartlett asked: (1) Does a trustee have to be 18 or older? (2) Can a trustee be a college student, if their legal residence is in the City of Stoughton? Ramsey will follow up.
- XIII. NEW BUSINESS.
 - A. Discussion and possible action regarding proposed changes to Administrative Assistant job description.

- B. Discussion and possible action regarding proposed changes to Adult Services Librarian job description.
 - C. Discussion and possible action regarding proposed changes to Circulation Supervisor job description.
Motion to vote on items A, B, & C as a block: Meilahn Bartlett. Second: Meinholz. Vote: 5-0.
Motion to approve the proposed changes to the Administrative Assistant, Adult Services Librarian, and Circulation Supervisor job descriptions: Richards. Second: Meilahn Bartlett. Vote: 5-0.
 - D. Discussion and possible action regarding 2025 Library personnel request. *Motion to submit the personnel request to HR Director A. J. Gillingham, with the addition of the phrase "mental health" to the rationale: Meilahn Bartlett. Second; Versteegen. Vote: 5-0.*
 - E. Review progress toward 2024 Library Board Goals. Ramsey noted that the Finance Committee has not made progress toward its goal because it has not met.
- XIV. PENDING AGENDA ITEMS.
- A. Discussion of library closures on federal holidays not currently designated as paid holidays by the City of Stoughton: Presidents' Day, Juneteenth, Indigenous Peoples' Day, and Veterans Day.
 - B. Reminder for standing committees to review, and possibly report on, their progress toward the 2024 Board Goals throughout the year.
 - C. Discussion of additional funding sources for library programming and operations.
- XV. ADJOURNMENT. *Motion to adjourn at 7:21 P.M.: Versteegen. Second: Meilahn Bartlett Vote: 4-0 with Versteegen abstaining.*

Minutes taken by Sarah Monette.