

Meeting of Muehl Public Library Board
Monday, October 3, 2022
5:30-6:30 p.m.
Muehl Public Library meeting space

Members Present: Board President Jason Finn, Pat Krull, Darla Dorosz, Kristen Diermeier, Lila Zastrow, Desiree Steltz, Sandy Heiden, Library Director Elizabeth Timmins

Not Present: Desiree Stelz, Kristen Diermeier

The meeting was called to order at 5:30 PM by Jason Finn.

Call to Order: Elizabeth announced the winners and the increase in attendance of the event

Reports

- Minutes—September 6, 2022
 - Motion by Pat K. to approve the minutes; Darla D. seconded the motion; motion carried
- Director's Report—Library Progress during September 2022
 - Trustees asked some questions about a few items listed in the report
 - Another busy month for Elizabeth
- Financial Report—September 2022
 - Motion by Sandy H. to approve the minutes; Pat K. seconded the motion; motion carried
- Activities Report—Complete through end of August 2022

Unfinished Business

6:00-6:15

- Performance reviews
 - Elizabeth will be meeting with each staff member to conduct performance reviews
 - Sandy and Desiree need to find a time to meet with Elizabeth to review her goals and conduct a performance review
- Harry Potter celebration on Halloween, please talk up! Both CBs have been working extremely hard on this event.
 - Monday, October 31 is a no school day, so a perfect day to celebrate Harry Potter
- Shari Liesch, two programs, bridging 2022-23
 - "The Gift of Words" on November 16 & "Fighting Grief..." on March 15
- WLA planning, all consuming!
- Grants
 - Deposits are still coming this year
- Carl-X progress

- o OWLS is working on speeding up the response time of this checkout system...patience is required!!!

New Business

6:15-6:30

- Desiree's term on the board is done, seeking a City representative
 - o Elizabeth has one suggestion...anyone else have an idea...please pass the name on to Elizabeth
- Reviewing our 3 in 1 policy from 2015:
 - o Unattended children; code of conduct; movie permission slip
 - o Jason F. made a motion to approve the policy without any changes; Darla D. seconded the motion; motion carried
- Strategic system plan through WiLs
- Library website move from Drupal to WordPress
 - o Elizabeth will have to make time in her calendar to learn...she will do fine
- ET vacation
 - o October 12-24
- Tight November meeting, thanks for patience!
 - o Elizabeth will do her best to get the documents ready after vacation
- Hootcon closed day in 2023 please, calendar due!
 - o Sandy H. made a motion to add a closed day in April 2023, so all staff may attend Hootcon; Lila Z. seconded the motion; motion carried
 - o Elizabeth will add it to the calendar, once OWLS sets the date
- Trustee Essential #18 (numerical order) Library Board appointment and composition
<https://dpi.wi.gov/sites/default/files/imce/pld/pdf/handbook.pdf>

Any additional business that might be brought before the board. All board business was completed at 6:10 and the meeting adjourned.