

MIDDLETON PUBLIC LIBRARY BOARD MEETING MINUTES

September 13, 2022 6:00 pm @ Middleton City Hall Council Chambers

1. Called to order at 6:00 pm by Jeff Miller

Roll call - Jeff Miller, Logan Green, Marcy Shumway, Marie Knapp, Wade Wroten-absent

Pledge of Allegiance

Invocation give by Logan Green

2. Approval of Agenda (Action item)

Motioned by Logan Green to approve agenda

Seconded by Marie Knapp

Motion passed unanimously

3. Introduction of new Board member Marcy Shumway

Marcy Shumway introduced herself along with her background

4. Election of Officer (Action item)

Election of Chairman - Jeff Miller

Motioned by Marie Knapp, seconded by Logan Green

Motion passed unanimously

Election of Vice Chairman - Logan Green

Motioned by Marie Knapp, seconded by Jeff Miller

Motion passed unanimously

Election of Secretary - Wade Wroten

Motioned by Logan Green, seconded by Marcy Shumway

Motion passed unanimously

Election of Treasurer - Marie Knapp

Motioned by Jeff Miller, seconded by Logan Green

Motion passed unanimously

Discussion regarding changing policy manual to reflect the date of elections from January to September. Policy update vote at October meeting

5. Consent Agenda (Action item)

Motioned by Marcy Shumway to approve Consent Agenda item A as presented and item B with corrected name on minutes

Seconded by Logan Green

Motion passed unanimously

6. Treasurer's Report

Motioned by Jeff Miller to approve corrected Treasurer's report

Seconded by Logan Green

Motion passed unanimously

7. Director's Report

Motioned by Marie Knapp to approve Director's report

Seconded by Marcy Shumway

Motion passed unanimously

8. Records Retention Training

Workshop set for October 11,2022 at 5:00 pm in City Council Chambers

9. Ramp update

Updated given on progress of new ramp installation

10. Surplus Item (Action item)

Motioned by Marie Knapp to surplus old metal ramp to Palmbach Construction to be re-installed at Veteran Paul Wells home

Seconded by Marcy Shumway

Motion passed unanimously

11. Consider waiving non-resident fee for volunteers (Action item)

Discussion regarding how many hours a volunteer would need to perform to receive a fee waiver. Lori Clark to add verbiage for Policy Manual and present next meeting

12. Self check in for patrons

Lori Clark gave update on adding self check in to the current self check out system

13. 2022/2023 Budget adjustment (Action item)

Update given by Lori Clark and Marie Knapp regarding adjusting the 22/23 budget to reflect the employee medical reimbursement totalling \$16,500 and adjusting capital outlay totaling \$8,052.58.

Motioned by Logan Green to make necessary 22/23 budget adjustments

Seconded by Marcy Shumway

Motion passed unanimously

14. Public Comments - none given

15. Board Comments

Jeff Miller commented on how well the library is being run by Lori Clark

16. Adjournment

Motioned by Marie Knapp to adjourn

Seconded by Logan Green

Motion passed unanimously

Adjournment at 7:07 pm

