

Minutes of the St. Francis Library Board Meeting
July 8, 2020

1. Meeting was called to order by Richard at 5pm.
2. **Present:** Amy Krahn, Ava Voltner, Richard Lentz, Mark Uecker, Kathy Frymark, Richard Adamczewski, Kathy MacAveney, and Shawn Freier (remote)
 - a. Visitors: City Administrator Mark Johnsrud, Christine Buttke, Ann Carter-Drier, and Rick Grubanowitch (remote).
3. **Statement of Public Notice:** The meeting was properly posted, with at least a 24 hour advance notice.
4. **Approval of Minutes:** The minutes of the meeting held on June 10, 2020 were approved on a motion by Richard L. and was seconded by Mark U.
5. **Approval of June Claims:** Claims were approved on a motion by Richard L. and seconded by Kathy F.
6. **Unfinished Business:** There was a motion to amend the agenda by Richard L. and seconded by Kathy F. to go into Closed Session in accordance with WI Statues Section 19.85(1)(c) for the purpose of considering personnel related issues, such as the employment promotion, compensation or performance evaluation of personnel. Topic of discussion: Library Director contract and annual performance evaluation.
7. **Reconvene to open session**
8. **Reports:**
 - a. Chairperson: Richard A. deferred to visitors Christine Buttke and Ann Carter-Drier and they voiced their opinions on holiday decoration policy.
 - b. School Representative: Kathy M. reported summer school is online and talked with Jessica about promoting the story walk.
 - c. Friends: The Friends book room will be open on Wednesdays during the summer.
 - d. Directors report: The report is on file. Amy K. is watching the indicators and our library is staying at current level of service.
 - e. Approval of reports: Made by Richard L. and seconded by Shawn F.
9. **New Business:**
 - a. Review of animal policy: The city administrator advised the board the revised policy should be reviewed by the city attorney for approval.
 - b. Review of decorations policy: The board decided to table the discussion on this policy until a future date.
 - c. Proposal to raise fine threshold: The board was unanimous in agreeing that the \$10 threshold was advisable.
 - d. Proposal for vacation payout: The board decided to carry one week over in the next year for Lisa Liban. This motion was made by Mark U. and seconded by Shawn F.
10. Adjourned at 6:50pm after a motion by Mark U. and seconded by Kathy F. and the motion passed.

Submitted by Ava Voltner

Minutes of the St. Francis Library Board Special Meeting
July 22, 2020

1. The meeting was called to order by Richard A at 5pm.
2. **Present:** Amy Krahn, Richard Adamczewski, Shawn Feirer, Ava Voltner, Kathy MacAvaney, Mark Uecker, and Kathy Frymark.
 - a. Excused: Richard Lentz
3. **Statement of Public Notice:** The meeting was properly posted, with at least a 24-hour advance notice.
4. **New Business:** On a motion by Shawn F and seconded by Mark U, the board unanimously concurred with the library directory on the new Covid 19 mask policy. There are two exceptions to the policy, the first exception is children under the age of four would not have to wear a mask. The second exception is that people with medical conditions would not be allowed in the library. Library resources would still be available to them via other means. The new policy will be implemented on Monday July 27, 2020, after staff has been trained.
5. **Comments:** There were no comments on future items.
6. Mark U and Shawn F seconded on a motion to adjourn at 5:15pm.

Respectfully submitted by Ava Voltner