

DODGEVILLE LIBRARY BOARD OF TRUSTEES MEETING

Monday, January 8, 2024

The Dodgeville Public Library Board of Trustees met on Monday, January 8, 2024, in person.

Present: Vanderloo, Wepking, Howard, Spady, Solberg, Ponsler, Murphy, Noel, McSherry

I. Vanderloo called the meeting to order at 5:00 p.m. and there being no objections declared the meeting duly posted. The agenda for this meeting was declared approved and the December 11, 2023 minutes were approved with no objections.

II. **PUBLIC COMMENT:** None

III. **OLD BUSINESS: Local History Collection Mission and Collection Guidelines:** Jody, Mary and Nancy met and drafted a policy for the local history collection. They wrote a mission statement and guidelines for the collection development. Once an item is gifted, the library oversees it. Angela has a spreadsheet of the history items. Angela will make a copy of the draft and we will go over it at the next meeting.

IV. **NEW BUSINESS: Furniture Purchase for Main Library and Annex.** We bought 2 tables and chairs for the children's area at the main library. They have been well received. We discussed purchasing 8-10 additional tables and also 20 chairs. Four tables would go to the Annex and six would stay at the main library. We also discussed the need for cantilever shelving for the Annex at the cost of about \$500.00 per unit. We would need three units so that brings us to about \$1,500.00. These items were not budgeted so we would be using the carryover funds. This shelving could also be used at the main library for magazines in the future. Patrons are looking forward to having new tables and more space. Motion by Wepking and second by Howard to spend up to \$20,000 of the carryover funds to purchase furniture for the Annex and the main library. All in favor. Motion passed.

Accept the Resignation of Library Director, Angela Noel: Motion by Spady and second by McSherry to accept the resignation of Library Director Angela Noel from the Dodgeville Public Library. All in favor. Motion Passed.

Approve Updates to Director Position Description: Discussed the position description of the Library Director. Motion by Solberg and second by Howard to approve the draft of the Library Director position as written. All in favor. Motion passed.

Review and Approve Director Position Posting, Salary Range, and Timeline: We will ask for a cover letter, resume and 3 professional references. Applications will be sent to Carol Murphy at Dodgeville Public Library. We made some minor changes to the posting from 2022. A MLIS from an accredited institution is preferred, not required, and to have or be eligible for Grade 2 Wisconsin Library Certificate instead of Grade 1. Other minor word changes were discussed. The salary range will be from \$55,000-68,000 per year based on qualifications and education and experience. Other benefits on the list are Health Insurance along with Dental, Life and Vision insurance. WRS Retirement plan and Deferred compensation. The position will be posted by January 10th or 12th and will remain open for 4 weeks. February 15th will be the end date.

Discuss and Appoint Hiring Committee for Director Position: Initial responses will be directed to Carol Murphy. The initial screening of applicants will be done by 3 board members. Motion by Solberg to appoint the search and screening committee of Jody, Nancy and Mary. Second by Ponsler. All in favor. Motion passed.

V. **Director's Report:** Director's Report for December 2023-Increased circulation and visits. Angela will work on figuring out our WIFI usage numbers. She is working with SWLS and Prairie Lakes Library System (they provide our technical support) to see if we can identify why our usage numbers are quite low compared to other smaller libraries in the system. The bathroom project is complete, and we are getting great feedback about the new tables and chairs in the children's area. We have 4 applicants for the Library Assistant position that was

posted on December 20, with the first round of consideration starting on Thursday, January 11.

VI. Financial Report: Approve bills for December 11 and December 27, 2023. Motion by Ponsler and Second by Solberg to approve bills for December 11 and December 27, 2023.

VII. Concerns and Comments of the Board: A board member wanted the board to be aware of a comment from the public regarding the closing of the library during this past holiday season. We had extra closure because of where the holidays fell during the holiday season.

VIII. Future Agenda Items: Draft of Local History Collection Mission and Collection Guidelines, Annual Report.

IX. Upcoming Meetings: Monday, February 12, 2024

X. Closed Session Per Wisconsin Sec. 1985(1)(c): Considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility: Appointment of Interim Director

Motion by Wepking to go into Closed Session. Second by Ponsler. Roll Call: Vanderloo, Wepking, Howard, Spady, Ponsler, Solberg, McSherry. All in favor. Motion passed.

Motion by Howard and second by Spady to return to Open Session. All in favor. Motion passed.

Action taken from closed session: Motion by Solberg to appoint Carol Murphy as Interim Library Director with an increase in hourly pay effective today. Second by Spady. All in favor. Motion passed. Carol Murphy accepted the position of Interim Library Director.

Meeting adjourned at 7:28 p.m.

Respectfully submitted by Kari McSherry