

Minutes

October 17, 2023

Village of Big Bend Library Board

W230 S9185 Nevins Street

Big Bend, WI 53103

Meeting called to order at 6:32PM

Present: Deanna Quirk, Joan Lake, Ellen Cole, Cathy Bronk & Joline Robertson

Absent: Bobbi Woppert, Tekla Fingland

Also Present: Karla Lang

Approval of Sept 19, 2023 minutes

Motion to approve the minutes as amended made by Cathy seconded by Ellen. Motion carried

Corrections: Add **Joline Robertson** to members present. Page 2 motion made by Joline seconded by Deanna to include in the proposed 2024 budget a 4% wage increase for all. FORGOT TO INCLUDE: **MOTION CARRIED**

Payment of invoices

Motion made by Joline seconded by Ellen to pay the bills. Motion carried

Approval of Financial reports.

Motion made by Cathy seconded by Ellen to approve the financial report. Motion carried

Directors Report

- Staff member that is leaving is updating a library basics manual with step-by-step instructions for specific library tasks
- Staff has been busy learning new skills preparing for one of the staff members departure
- On going Training for the newest staff member
- Bridges libraries have an opportunity to learn the new Data Dashboard for reports/statistics. One report shows that we have 800 books in-house which have not been checked out for 10 years!
- Citizens Bank wrote a letter asking if the library has any needs for charitable contribution, Karla responded that we would like to partner with Citizens Bank's goal of supporting the community.

Library staffing and holidays

Library will use the same holiday schedule as the Village Hall. Karla will be talking with a high school student for potential job as a page

Library 2024 budget

There was a \$45.00 correction from Bridges regarding the 2024 budget (\$**86,495.00**). Motion made by Joline seconded by Cathy to approve the adjusted budget (\$**86,540.00**) Motion carried

Library Card Usage and Library Card Eligibility Policy

Patron had some reservation regarding their child and material the child checked out from the library. Policy regarding parental responsibility for minor's use of card was reviewed, no action taken

Adjournment

Motion made by Ellen seconded by Joan to adjourn. Motion carried. Meeting adjourned at 7:51PM. Next meeting will be Nov 21, 2023.

Respectfully submitted by Joan Lake