

Minutes  
Nov 18, 2025  
Village of Big Bend Library Board  
W230 S9185 Nevins Street  
Big Bend, WI 53103

Meeting called to order at 5:31PM

Present: Joan Lake, Josh Grover, Cathy Bronk, Joline Robertson, Tekla Finland, Deanna Quirk

Absent: Bobbi Woppert

Also Present: Karla Lang

Approval of Oct 21, 2025 minutes

Motion to approve the minutes made by Cathy seconded by Deanna. Motion carried

Payment of invoices

Motion made by Deanna seconded by Josh to pay the bills. Motion carried

Approval of Financial reports.

Motion made by Cathy seconded by Deanna to approve the financial reports as presented. Motion carried

Action regarding January and February financial reports

Brought forward:

Motion made by Deanna seconded by Josh to **table** the **January** and **February** financial report. Motion carried

As of Nov 2025:

- Library Director did receive an email from auditors
- Auditors will be at Jan and/or Feb Village Board meeting to discuss results of the audit
- Library board will discuss auditor's results following Jan or Feb Village Board meeting

Directors Report

- Continue to table financials until final auditor's report to village board meeting in Jan and February
- Software Tek Joy
- Cleaning services will be discontinued Jan 1, 2026 - Library to do their own cleaning
- Zoo passes - open to any WI library card holder

New Business

No Action taken regarding shared village services – Software Tech Joy and library cleaning

No Action taken regarding card holder/checkout policy. Library Card Eligibility Policy

Motion made by Cathy seconded by Joan to accept Big Bend Village Library Strategic Plan as amended. Motion carried

Motion made by Deanna seconded by Cathy to accept the budget as amended (by Village Board). Motion carried

### Closed Session

Motion made by Deanna seconded by Cathy to go into closed session considering employment, promotion, compensation or performance evaluation data of public employee specifically, library director. Deanna, yea: Cathy yea: Joan yea; Joline yea; Josh yea. Motion carried

Action to be taken as discussed in closed session

- Yearly report and succession planning needs to be done by director
- Cross training needs to be done for all library positions

### Adjournment

Motion made by Deanna seconded by Joline to adjourn. Motion carried. Meeting adjourned at 7:25pm. Next meeting will be December 16, 2025 at 5:30pm

Respectfully submitted by Joan Lake