

Phillips Public Library Board of Trustees
Special Meeting Minutes
November 10, 2022

Members present:

Becky Steinbach, Meredith Hueckman, Brittany Weisrock, Marc Peterson, Jenny Markle, Bruce Marshall, Laura Tomaszewski, Galen Azbell

Staff present:

Jody Eckert

Call to order/establishment of a quorum

Meeting opened by Becky Steinbach at 5:06 p.m.

Communication and Correspondence

Multiple emails, all sent to the board ahead of time

New Business:

1. Discussion/Action on Public Comment Policy Procedure

Motion made by Jenny

Seconded by Brittany

To adopt the written public policy and procedure as amended (document included below)

Motion passed

2. Discussion/Action on a statement from the board in response to social media post regarding the library director

Motion made by Jenny

Seconded by Laura

To not make an official statement regarding social media posts. Rather, when the adjusted budget is officially passed, we will post it on the library website with an official statement that it is board approved.

Motion passed

3. Discussion/Action on board member conduct, responsibilities, and removal

All board members are welcome to draft statements to consider at the next meeting regarding board support for Director Becky Puhl. This consideration should be added to the next regular monthly meeting agenda.

4. New Business

Consideration of the writing and adoption of bylaws for board members, including a consideration of legal details.

Adjournment:

Motion made by Brittany

Seconded by Galen

To adjourn the meeting

Motion passed

Becky S. adjourned the meeting at 6:16 p.m.

Respectfully submitted, Jennifer Markle

Phillips Public Library Public Comment Policy and Procedure

Public Comment Policy:

Members of the community may address the board on any matter during the public comment portion of the meeting.

Public Comment Procedure:

The public is asked to please sign in on the provided paper prior to the start of the meeting. The sign-in sheet will be available for ten (10) minutes before the meeting begins. Once an individual is recognized by the Chair, that person should step forward to address the board, state his or her name, and limit remarks to three (3) minutes.

If an individual did not have the opportunity to sign in prior to the meeting, he or she should wait until those who have signed in are finished with their remarks. Time permitting, the Chair will then ask if there are any other speakers. If someone raises a hand, the Chair will recognize that individual.

Public comments will generally be accepted for a maximum of thirty (30) minutes at each regular monthly meeting. Anyone who is excluded due to lack of time will be put first on the next meeting's list if they desire.

The public should be aware that the board is not required nor generally allowed to respond to public remarks during the course of the meeting. Should community members have a question for the board to answer at the next meeting, they are invited to write their question down and submit them to the Chair at the end of the meeting; the Chair will read aloud and clarify any questions before closing the meeting.

Other written comments are welcomed one week in advance of regular meetings.