

Phillips Public Library Board of Trustees

Minutes of Regular Meeting

May 4, 2023

Members present (in person or via zoom): Becky Steinbach; Meredith Hueckman; Laura Tomaszewski (zoom); Galen Azbell (zoom); Marc Peterson; Beth Tenut; Brian Ernst; Kristi Speer; and Bruce Marshall.

Members absent: Brittany Hernandez; and Jenny Markle.

Staff Present: Rebecca Puhl; Jody Eckert; and Evelyn Azbell.

Roll Call. Meeting was called to order at 5:06 p.m. by Vice-President Becky Steinbach in the Common Council Chambers in the Phillips Municipal Building with a Zoom connection, as well. Roll call as noted above.

Public Comments.

Shirley Smith—expressed her concerns questioning the sincerity of the recent County appointments to the Library Board as possibly being just a matter of conservative politics, but also hoped for the best.

Board response to public questions submitted at the March meeting: None submitted.

Communication and Correspondence: None in addition to that previously sent out.

Approval of 3/30/23 Minutes. Minutes from the March 30, 2023 meeting were reviewed. Motion by Bruce Marshall, seconded by Marc Peterson to approve the minutes as presented; all ayes, motion carried.

Introduction of new Board members. County Board Chairperson Alan Barkstrom introduced the three newest County Board-confirmed appointees: County resident Beth Tenut; County resident Kristi Speer; and County resident and County Board member Brian Ernst.

Reports

1. Treasurer's Report.

Treasurer's reports of Board designated funds provided through March. Treasurer Bruce Marshall gave a basic explanation of Board designated funds and answered questions. He also explained the Treasurer's correction to funds received by the Board on the approved March bills, which will be reflected in reports of April Board designated deposited funds. No action needed.

2. Director's Report.

Director Rebecca Puhl presented her April report without significant substantive additions or discussion beyond her written summary.

3. Staff Meeting Minutes.

Minutes from 4/4/23 staff meeting were presented without significant substantive discussion. No action needed.

4. Circulation Report.

Director Rebecca Puhl explained the circulation reports presented and described difficulties of fully comparing Phillips' circulation numbers to an "average" library within IFLS due to the great variations in size from much smaller than Phillips to much, much larger. She also briefly explained the importance of circulation numbers to funding under the statutory funding formula. No action needed.

Old Business

1. Discussion/Action on Library Building Project

- a) Discussion/Action on funding of new magazine racks. Director Rebecca Puhl explained that she had been in touch with a couple of possible local fabricators but nobody was willing to bid upon the project. She had previously provided Board members with a link to what she was suggesting as manufactured racks/stands for \$259.99 apiece. Motion by Meredith Hueckman, seconded by Kristi Speer approving purchase of two such racks for up to \$600 from Board designated funds; all ayes, motion carried.

New Business

1. Discussion PPL Disaster Plan

The Board discussed many aspects of the Phillips Library Emergency Response Plan and they asked clarifying questions, proposed emergency scenarios, and provided feedback to add to the document. Director Puhl will revamp the plan and present it to the Board at a future meeting.

2. April 2023 Bills

[Treasurer Bruce Marshall asked to change the order of 2 sequential agenda items entitled April 2023 Bills and Discussion/Action Phillips Public Library Board Bylaws, in order to discuss the bills as treasurer before he needed to leave the meeting for another commitment.]

Motion by Meredith Hueckman, seconded by Brian Ernst to approve the city to make payments totaling \$3,981.63 above the line, and to approve the board to make payments totaling \$671.00 below the line; all ayes, motion carried.

[Bruce Marshall left at 6:10pm for another commitment; Meredith Hueckman assumed the duties as acting secretary.]

3. Discussion/Action Phillips Public Library Board Bylaws

Motion by Beth Tenut, seconded by Marc Peterson to approve the bylaws with minor amendments discussed by the board; all ayes, motion carried.

4. Director Evaluation

Evaluation language on the director review form was changed from "Not Applicable" to "No Basis." A new section was added to the review form, entitled: "H. Knowledge, Skills and Abilities." Director Rebecca Puhl stated she would email the full board the revised evaluation form and it's instructions on May 5th. Board members would then individually reply to Puhl's email to verify they had received it and that the form and formatting was acceptable. Vice President Becky Steinbach volunteered to attend the staff meeting on Tuesday, May 9th when the director evaluation forms were to be distributed to Library Staff. All completed forms should then be dropped off at the library front desk in sealed envelopes at least one week prior to the next library board meeting on May 25th. Steinbach would then need to collect the sealed envelopes, compile all of the forms' data, and bring everything to the next library board meeting for the director's review. No action was taken.

5. through 7. Agenda Items involving closed session

There was no need for a closed session at this time.

8. Public Questions

There were no public questions submitted for the May 25th meeting.

9. New Business for the Next Meeting

No new business was added to the May 25th agenda at this time.

10. Adjournment

Motion to adjourn by Marc Peterson, seconded by Beth Tenut; all ayes, motion carried. Meeting was adjourned at 6:39pm.

Respectfully submitted,

Bruce Marshall and Meredith Hueckman, Joint Acting Secretaries