



Board of Trustees Meeting
April 15th, 2025 - 4:30 p.m.
Minutes

Trustees present in person or via Teams: Katy Grogan, Quentin Mayberry, Catherine Erdman, Cassandra Dobson, Julie Budrow, Richard Neeno, Holly Garey, Steven Aurit

Trustees absent: Jessica Grandt

Staff present in person or via Teams: Eric Robinson, Charles Teval, Jenny Swales, Mary Buelow, Rene Bue, Michelle Dennis

I. Call to Order – Introductions

K. Grogan called the meeting to order at 4:29 p.m

II. Consent Agenda Items:

K. Grogan and C. Erdman pulled the Minutes:

III.F. reads as follows: Nomination committee update: The new term begins in May, and officer nominations were typically done in April. However, this year's election will be held in June so there is no overlap of business from outgoing and incoming members.

III.F. should be: The Board agreed to consider a motion at the April meeting to amend the Bylaws to state that the Election of Officers will be held at the June meeting.

III.E reads as follows: C. Erdman reminded the Board we are nearing the end of the review year. The Board is asked to test the personnel review form to make sure they can access, and submit it. She also asked the Board to submit a draft of 2026 goals by May 1st.

III.E. should be: C. Erdman reminded the Board we are nearing the end of the review year. The Board is asked to test the personnel review form to make sure they can access, and submit it. She also asked Eric to submit a draft of 2026 goals by May 1st.

C. Erdman pulled the Operating Statements, questioning the Baker and Taylor order and wondering if the larger amount was out of the ordinary. Per C. Teval, it is not and is the first of the year billing.

III. Reports

A. Prairie Lakes Library System: PLLS did a first run of the 2026 budget.

B. Friends of the Library: They are looking at new avenues for fundraising such as round-up programs at local stores.

C. Activities: Dates to watch for are the Sustainable Living Fair on April 26th, and the Artist Sneak Peek on May 8th.

D. Library Director: Has created a spreadsheet to document, assess and evaluate programming. Noted that physical circulation declined from this time last year, so he and Charles will assess that.



IV. New Business

A. Suggested Board by-law changes for officer elections (action item).

C. Erdman made a motion to change the Board election date from May to June in the by-laws. H. Garey seconded.

Discussion followed: K. Grogan stated any changes in by-laws are to be given a month to approve. She is not anticipating any changes in board members, and she should be appointing the nomination committee at this meeting. According to the DPI calendar and trustee essentials, elections are held in May. If the motion passes, that would delay the Board President from appointing committee members until July.

C. Erdman made a motion to change the Board election date from May to June in the by-laws. H. Garey seconded. The Nays have it and the motion fails.

K. Grogan stated the following regarding the nominating committee: C. Dobson will chair the committee, J. Budrow and J. Grandt have also agreed to serve.

B. Night at the Library early closure, October 18th, 2025 (action item).

C. Dobson made a motion to close the library October 18th at 1pm. S. Aurit seconded and the motion passed.

C. Bookmobile Capital Campaign update (discussion). A packet was presented to the Board that will be used when meeting with potential donors. Eric is planning to run the bookmobile 10 months out of the year, and for 30 hours per week.

D. Public comment period for the board? (discussion). K. Grogan wants to know if the Board would be interested in having an open period for public comments before the meeting.

E. Closed session.

Consideration of one or more motions to convene into closed session, pursuant to Wis. Stats. Sec. 19.85(1)c for the purpose of considering employment, promotion, compensation or performance evaluation data of the library director.

Open session ended at 6:19 pm.

V. Adjournment (Next Regular Meeting – May 20th, 2025)

Submitted,

Jenny Swales

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