

**Minutes of the
Meeting of the Chippewa Falls Public Library Board of Trustees
December 11, 2019**

1. Call to Order

Meeting was called to order by President Jan Drehmel at 5:00 p.m.

2. Roll Call of Members

Members Present: Ambelang, Drehmel, Hiess, King, Russell

Members Absent: Jones, Newton

Others Present: Director Joe Niese, Confidential Administrative Assistant Deb Braden

3. Approval of Agenda

Motion by King seconded by Russell to approve the agenda. All present Voting Aye. Motion carried.

4. Report on Circulation Department by Diane Bergeron

Circulation Coordinator Diane Bergeron gave a report about the Circulation Department. The Board thanked her for her report.

5. Closed Session under WI Statutes 19.85(1) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, "to

a) Pay raises for fulltime staff, director and Admin. Assistant

b) Personnel

Motion made by Russell, seconded by King to go into Closed Session under WI Statutes 9.85(1) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility "to discuss pay raises for fulltime staff, director and Admin Assistant and discuss personnel with only Director and Board of Trustees present. Roll Call Vote taken. Aye, Ambelang, Drehmel, Hiess, King, Russell. All present Voting Aye. Motion carried. When to closed session at 5:17 pm.

Motion made by Russell, seconded by Ambelang to return to open session at 5:18pm.

Motion made by Ambelang, seconded by King to approve the 2% raise for fulltime staff, Director, Admin. Assistant and step increase for Director Niese as proposed. Roll Call Vote taken. Aye, Ambelang, Drehmel, Hiess, King, Russell. All present Voting Aye. Motion carried.

6. Disposition of the minutes of the regular meeting of November 13, 2019.

Motion made by King seconded by Ambelang to approve the minutes of the regular meeting of November 13, 2019. All present Voting Aye. Motion carried.

7. Disposition of the minutes of the special meeting of December 4, 2019

Motion made by Russell seconded by King to approve the minutes of the special meeting of December 4, 2019. All present Voting Aye. Motion carried.

6. Disposition of the vouchers to be paid from the 2019 budget after December 17, 2019.

Motion made by Russell seconded by King to approve payment of all the vouchers after November 19, 2019. Roll call Vote taken. Aye – Ambelang, Drehmel, Hiess, King, Russell. All present Voting Aye. Motion carried.

9. Public appearances by citizens.

None

10. Correspondence

None.

11. Management report

Director Niese presented the Management Report. He highlighted details from the report. Lots of activities in November. Purchases a new laptop to help with the outreach program.

12. Committee reports

a) None.

13. Current Business

a) Scheduling Calendar

Director Niese presented the new scheduling calendar starting in January 2020. Board is satisfied with the Director's decision.

b) Job Descriptions

Director Niese presented the job descriptions. Motion made by Ambelang, seconded by King to accept the job descriptions as presented. All present Voting aye. Motion carried.

14. Announcements

a) Director Niese informed the Board that he will be talking to the City Council about the needs of the Library. He feels the Library needs to keep the lines of communication open between the City and the Library.

15. Items for future consideration.

a) New Board of Trustees picture for the website.

14. Adjournment

Motion made to adjourn by Ambelang seconded by King. All present Voting Aye. Motion carried. Meeting adjourned at 6:07 p.m.

Respectfully Submitted,
Deb Braden, Confidential Administrative Assistant