

Rusk County Community Library Board

Meeting Minutes

Tuesday, July 13, 2021

Present: Randy Tatur, Cindy Pohlman, Hollis Helmecci, Anna Kauffman, Keely Sanderson

Chairman Tatur called the meeting to order at 5:17 pm.

A quorum was not present. The board members present reviewed the minutes, financial statements and invoices.

At 5:32 pm, Keely Sanderson arrived. A quorum was present and the meeting continued.

The board reviewed the June and July 2021 invoices. A motion to approve the invoices was made by Cindy Pohlman, seconded by Anna Kauffman. Motion carried.

The board reviewed the June 2021 meeting minutes. A motion to approve the minutes was made by Anna Kauffman, seconded by Keely Sanderson. Motion carried.

The board discussed the need to update the personal policy to reflect the city's policy. The change was made some time ago, but the library's personal policy was not updated at that time. A motion to approve the updated personal policy was made by Cindy Pohlman, seconded by Keely Sanderson. Motion carried.

The board had a discussion on paid holidays. Hollis Helmecci would like to have June 19th as a paid holiday, since Juneteenth is now a federal holiday. Hollis said the library follows the city policy for paid holidays, except for Good Friday. The library does not close on Good Friday. Cindy Pohlman requested to review the minutes of the previous year's minutes to see what changes the board made to the paid holiday policy then. No action was taken.

Hollis Helmecci updated the board on maintenance issues. Work on the lower level is on hold because the contractors are not able to get materials for the ductwork. Hollis also informed the board that the phones they currently use are not always working properly, so she is going to look into options to replace them.

Hollis Helmecci reported that there are no COVID-19 adjustments to service needed at this time.

The Director's report was given by Hollis Helmecci. Budget is on track. Hollis plans to add 2 new cameras to address theft issues that are happening in blindspots. PerMar replaced the defective panel. Tiles around the men's bathroom floor drain had to be removed and replaced due to water damage to the cement beneath them.

Closed session: Motion by Cindy Pohlman to go into closed session under the authority granted in S. 19.85(1)(c), Wis Stats., to consider employment, promotion, compensation or performance evaluation of any public employee; to discuss reduced work hours of library assistant and hiring to compensate. Seconded by Anna Kauffman.

Roll call vote: Keely Sanderson-yes, Cindy Pohlman-yes, Anna Kauffman-yes, Randy Tatur-yes. Motion carried.

Return to open session: A motion to go back into open session was made by Anna Kauffman, seconded by Keely Sanderson. Motion carried by voice vote.

The board discussed adjusting the hours of the library. Hollis requested to reduce two hours on Tuesdays and one hour on Saturdays. Changing the open hours on Tuesdays to 10 am- 6pm and Saturdays to 10 am- 1pm. A motion was made to adjust the library hours per request of reducing two hours on Tuesdays and one hour on Saturdays by Randy Tatur, seconded by Anna Kauffman. Motion carried.

Next meeting date is August 10th, 2021.

Meeting was adjourned at 6:17 pm

Respectfully submitted by Cindy Pohlman