

Williamsburg Library Board Meeting Minutes

Monday, November 21, 2022 – 6:30 p.m.

Present: Carr, Claypool, Gragg, Hall, Kraushaar, Nuehring, Wichmann; Briana White, Director; Anne Zalenski, City representative. Absent: Engel, Heitmann

Vice President Kraushaar called the meeting to order.

Motion by Claypool, second by Gragg to approve the agenda.

Motion by Hall, second by Claypool to approve October minutes with the correction that Kraushaar was not present at that meeting.

Public Comment: Ross Johnson expressed his thanks for all that is offered and all the help that is extended by the staff.

Bills were discussed. Question about janitorial services. Briana reported it is going extremely well and she is happy with the performance. Looking at how many hours it takes to clean this size building.

City rep Zalenski reported city employees' present insurance plan needed to be revisited as the company terminated it. All city employees were included, and the consensus takeaway was the best plan was chosen.

Director White highlighted past and future events. They tallied about 700 for Halloween and 400 for Night on the Square. Fifty ornaments were ordered for decorating and they ran out early.

Next year they will plan to be open the entire time of NOTS from 5-8 p.m.

Committee reports: nothing new from Personnel or Budget/Building. The Policy Committee met with Briana about Library Cards policy; will be covered under New Business.

Friends Update: Family Portraits done at NOTS were very well received and a total of \$265 was donated. Christmas Silent Auction items need to be in by Wednesday as it starts on Monday, November 28.

New Business:

A card was shared from Betty Haworth and family which included a memorial check in memory of her husband, Allan.

Director White shared the request from Josh Bray for us to be involved with the town lighting of the buildings around the square. It was an immediate response by the Board to be involved with this project. Motion, second, carried. This will hopefully be completed yet this week.

Library Card Policy – The Policy Committee met with Briana to discuss and bring up-to-date pertinent information about the issuance of library cards. The policy is now more detailed and concise. Motion by Wichmann, seconded by Kraushaar to approve. Motion carried.

It was the Board's decision to not meet in December. We will provide a Christmas dinner for the staff. Briana will ask the staff their choice of restaurant. Angie and Becky will be the committee in charge. Motion by Hall, seconded by Gragg to do this for our staff. Motion carried. Board members will share the cost of the meal.

Trustee Handbook Education – Chapter 12: Problem Solving and Decision Making was looked through and briefly discussed.

Our next meeting will be Monday, January 16, 2023. Meeting adjourned.

Respectfully submitted, Karen Wichmann, Secretary Pro-tem