The Williamsburg Library Board of Trustees met on January 17, 2022. Trustees present were Heitmann, VonStein, Wichmann, Claypool, Carr, Gragg, Hall and Rodemeyer. Also present was Briana White, library director.

Meeting called to order by President VonStein.

Motion by Claypool, seconded by Carr to approve agenda. Motion carried

Motion by Wichmann, seconded by Claypool to approve minutes. Motion carried.

Discussion was held on the cleaning service for the library. The director indicated that she is not satisfied and will be checking on other cleaning possibilities.

The Friends presented a volunteer policy for individuals signing up to volunteer at the library. Motion by Carr, seconded by Wichmann to adopt the volunteer policy. Motion carried.

Background checks will be conducted on all future employees of the library.

No report from the personnel committee, the policy committee or the budget committee.

Discussion held on the Iowa County Heartland Quilters’ request to refund a monthly fee in the amount of $25.00. Consensus of the board to refund the money.

Discussion held on reimbursement of the $2,000 insurance deductible to full time employees. It will be necessary to make sure that the reimbursement amount is included in the current fiscal year budget. Consensus of the board to reimburse the $2,000 insurance deductible to full time employees if used.

The Friends of the Library indicated they will be purchasing and donating an artificial Christmas tree and wreath to the library.

The book drop on the north side of the building has been repaired and is now functioning properly.

Discussion on a security update tabled to next month.

Review of Chapter 6 of the Trustee Handbook was reviewed.

There being no further business, meeting was adjourned.

Kathryn Heitmann, Secretary