

**MARCH 23RD, 2021**  
**SURING AREA PUBLIC LIBRARY BOARD MEETING**

Members Present:

Director – Jill Trochta

Town of Bagley-Barb Truttman

Town of Brazeau - LoAnn Elbe, Jean Grosse, Diann Weier

Town of Breed - Bette Elbe

Town of How - Kate Mikle

Town of Maple Valley -Candie Lehto

Town of Mountain - Gail Golden, JoAnn Urban

Village of Suring - Rich Kramp

Meeting was Called to Order by President, Bette Elbe at 5:02 pm.

Approve Agenda-Motion by Jean Grosse, 2nd by Loann Elbe and carried.

Public Input – no public in attendance.

Approve minutes-February, 2021- amendment to minutes-Kelly Casper was in attendance, and carried with amendment..

Friends of the Library Report and Director's Report:

- Open on Fridays, and very busy with patrons. Yesterday 40 people came in.
- Annual fiscal rept. is done.
- New computers up and running.
- Kids craft for spring was good response.
- Young at heart book club being revived.
- Annual rummage sale 5/13,14,15 & 5/20,21,22.
- Friends will be supporting summer programs at park as well as summer reading program.
- Library received donation of Boxes of books, and 38 of the books are on library shelves.
- Working on digital sign with the Village of Suring jointly. Would help to promote library and Village of Suring.
- Jill is hoping to be open 5 days a week by June 1st.

Treasurer's Reports

a. Petty Cash, Expenditures, and Revenues

- petty cash a little higher this month.
- Financial report- no questions
- Revenue received from all townships and County. No Questions.
- Maintenance fund- picked up cans - more than prior.
- Bill report-usual except water bill wasn't available-Jill will add and send updated report when receive amount.

b. Approve Payment of March, 2021 bills. Joann Urban moved to approve payment of bills, 2nd by Rich Kramp and carried.

### Old Business

#### a. Review and approve By-Laws

-By-Laws were distributed ahead of time. Questions: Candie asked about excused absence. By-Laws were changed. Must call Jill ahead of time. Motion to approve By-Laws made by Rich and 2nd by Jean Grosse. Adoption will be today, March 23, will be signed by Bette. Motion carried.

#### b. Committee Meeting Guidelines

-Will schedule and announce upcoming committee meetings at previous board meeting. Discussion about zoom vs in attendance meetings. Was decided that Financial Committee meet in person.

-Other committee meetings will be handled on a case by case basis for meeting face to face vs Zoom. Jill asked that budget meeting in July be in person.

-Bette-new townships will have questions. Jean suggested that Jill give town update previous to attending, and then they will have opportunity to ask her questions previous to their town meetings. Jill will give a report to Mountain and Brazeau at the May town meetings.

-Bette asked Jill about a Long Range Planning Committee Meeting. Jill will talk to Tracy Vreeke about an outline plan- will hold planning meeting after May to start process.

-Excused absence will be required for all committee meetings.

-Informal minutes will be taken.

-Library Director must be in attendance for committee meetings as will Board President.

-Personnel committee will help develop a better format for evaluation. Will check on the method used at other libraries, (Tracy Vreeke question), and suggested we have 2 members of committee to be there to do appraisal scoring. Personnel committee will set up meeting for May, looking at format, etc.

### New Business

a. Approve Fiscal Brochure to Municipalities- Jill will distribute by mail to townships. Motion made to approve Fiscal Brochure by Loann Elbe and 2nd by Joann Urban. Motion carried.

-Due to zoom meeting and difficulty with hearing those at site, Kate suggested we look at getting microphones to enable better communication and could offer the community room for zoom meetings to others. Jill will look into this.

Meeting adjourned at 6:14. Next meeting April 27, 2020 at 5:00 pm.

Respectfully submitted,  
Barb Truttman, Secretary