

**MINUTES OF AUGUST 24, 2020 MEETING  
BOARD OF TRUSTEES OF THE TOWN HALL LIBRARY  
TOWN OF MERTON, NORTH LAKE, WISCONSIN**



- I. Call to Order:** The meeting was called to order at 3:45 pm by President Ploch, who attended in person. Also present in person were Directors Nawrocki and Rogers Blum, Youth Services Assistant Kleinhans, and Library Director Schoenhaar. Directors Cull, DiPietro, and Savitskij attended virtually. Directors Herrick and Stippich arrived in person at 3:57 pm.
- II. Public Input:** Rogers Blum reported no email had been received for the Trustees. Schoenhaar gave the Directors a thank-you gift from Bridges Library System in lieu of the canceled annual dinner.
- III. Consent Agenda:** Rogers Blum moved to approve Items **A.** through **E.** of the Consent Agenda, seconded by DiPietro, and unanimously approved.
- F. Financial Report:**
- a. Ploch moved to approve July, 2020 expenses in the amount of \$52,151.84, seconded by DiPietro, and unanimously approved.
  - b. Ploch moved to approve the July, 2020 petty cash report in the amount of \$30.20, seconded by Cull, and unanimously approved.
- G. Committee Reports:**
- a. Director's Report:
    - The August 7 Memory Café at the North Lake Park Pavilion was a memorable event.
    - The RFID tagging project is moving along at a solid pace.
    - The staff Planning Group continues to meet weekly, and current opening services have been well received by patrons.
    - Copies of the September, October, and November, 2019 Board of Trustee Meeting packets have not been located for the archival file. Schoenhaar asked the Trustees to contact her if they have copies. Copies of the Minutes for those months have been provided by the Secretary.
    - Schoenhaar is working on preparing for a smooth transition when she retires at the end of August.
    - Ploch and Schoenhaar met with a staff member who questioned the mandated mask requirement. Attorney Schnepfer has been asked for an opinion.
  - b. Friends Liaison:
    - Rogers Blum reported the Friends have been asked to look for appropriate applicants for the open Director position. President Phenicie met with the Foundation and landscaper Joseph Frederickson regarding donation bricks which will be placed in the Friends' Leitgabel Herb Garden. The meeting did not result in an agreement, and options are being considered.
  - c. Foundation Liaison:
    - Ploch reported Foundation members have also been asked to look for applicants for Director. Ploch asked the Foundation to remove the old Post Office sign from the Library before the end of August. The Foundation continues to work with the Friends on a plan to place the donation bricks.
  - d. Town Board Liaison:
    - Herrick presented a Resolution from the Town of Merton regarding Library funding for 2021.

Motion by DiPietro to move into Closed Session before addressing Unfinished and New Business, seconded by Savitskij and unanimously approved.

**IV. Closed Session**

- A.** The Secretary called the roll to enter into Closed Session pursuant to State Statute 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, Library Director. Cull-Aye; DiPietro-Aye; Herrick-Aye; Nawrocki-Aye; Ploch-Aye; Rogers Blum-Aye; Savitskij-Aye; Stippich-Aye. Unanimous. Schoenhaar and Kleinhans were asked to remain during the Closed Session.
- B.** The Secretary called the roll to reconvene to Open Session immediately following the Closed Session for Possible Discussion and Action Concerning the Matters Conducted in Closed Session. Cull-Aye; DiPietro-Aye; Herrick-Aye; Nawrocki-Aye; Ploch-Aye; Rogers Blum-Aye; Savitskij-Aye; Stippich-Aye. Unanimous.
- C.** Motion by Nawrocki to hire Martha Riel beginning September 1, 2020 as Interim Director at \$27/hr. for 15-20 hours a week, sometimes working from home. Seconded by Ploch and unanimously approved.

**V. Unfinished Business**

- A.** Schoenhaar presented the Planning Group's most recent recommendations for phasing in reopening. Cull pointed out that North Lake School will soon be in session, and asked the group to be attentive to students' needs as the group plans library opening procedures. As in the past, the Board agreed that these decisions were best made by the group, as they can then be most timely and responsive.
- B.** Staff tracking will continue through November, so that we will be in a position to apply for Road to Recovery reimbursement for COVID-related expenses.
- C.** Ploch appointed a committee to search for a permanent Director, with Savitskij as Chairman, joined by members DiPietro, Nawrocki, and Stippich.

**V. New Business**

- A.** There are several staff openings, with application processes underway.
- B.** Schoenhaar distributed a 2021 Budget draft, and the Board complimented her on its preparation. It was agreed that the Interim Director will deliver the permanent Budget after the September Board Meeting.
- C.** Rogers Blum will not be at the September meeting. Savitskij will take the Minutes.
- D.** Ploch extended thanks on behalf of the Board to Schoenhaar for her seven years of service to the Library; we have been grateful for her leadership, and wish her the best.

**VI. Adjournment**

On Motion by Savitskij, seconded by Ploch, and unanimously approved, the meeting adjourned at 4:51 pm.

Respectfully submitted,

Mary L. Rogers Blum  
Secretary

Next Meeting: Regular Library Board of Trustees  
September 21, 2020 at the Town Hall Library at 3:45 pm