# Wabeno Public Library Board Meeting

Minutes for January 14, 2025

Wabeno Public Library, 4556 N. Branch St., Wabeno, WI 54566

## Members Present:

Carol Bartlein, Kay Morrison, Carol Tallier, Diane Spaude, Ben Hermus, Town Board Representative, and Jasmine Hanson, Director.

## Call to Order

President Carol Bartlein called the meeting to order at 4:36 p.m.

## Roll Call

The secretary took roll call; Judy Richmond, Janet DeJean Newton, and Kathy Stauffer were absent.

## Approval of Agenda

Kay made a motion to approve the agenda with the amendment to include item 6.4 to Review Policies: Volunteer Handbook and Policy. Carol seconded. Motion carried.

## Minutes of Previous Meeting

The minutes of the previous meeting were given to each member prior to the meeting. There was a motion by Diane, seconded Carol T. to approve the minutes of the October 8, 2024 meeting. Motion carried.

## Director Report

1. Budget: Our approved budget for 2025 is $33,000.00 from the Town of Wabeno. We are expecting $8,489.64 from Forest County.
2. Jasmine has completed 2 of the 4 classes for obtaining the Public Librarian Certification, Basic Public Library Administration (completed in April) and Public and Community Library Services (completed in December).
3. The town will be adjusting the payroll to bi-weekly so that the library employees will be on the same schedule as the rest of the town employees.
4. Bug Tussel University has been holding different classes here at the library, from Facebook Basics to the upcoming Tech Hours on the 24th where they will do something similar to what the digital navigator did where people can stop in and get any tech help they may need. All of this is free to the library.
5. The annual report opens on January 22nd and closes on February 21st. Once completed, a board member will have to sign before February 21st.
6. The researchers at the University of Kentucky are sharing a survey exploring the role of trustees in the public library community. Board members should have received an email about the survey, the survey is legitimate and participation in optional.

## Review and Approval of Policies

1. The *Fire Plan* was distributed to the members and reviewed. Kay made a motion to approve the policy, Diane seconded. Motion carried on a voice vote.
2. The *Computer Use, Internet Access, Printing/Photocopying Policy* was distributed to the members and reviewed. Kay made a motion to approve the policy and to replace the old policy, Diane seconded. Motion carried on a voice vote.
3. The *Animals in the Library Policy* was distributed to the members and reviewed. Carol T. made a motion to approve the policy, Diane seconded. Motion carried on a voice vote.
4. The *Volunteer Handbook and Volunteer Policy* was distributed to the members and reviewed. Kay made a motion to amend the policy regarding Cort-Ordered Community Service to read: “The Wabeno Public Library may accept court-ordered community service workers at the library board’s discretion on a case-by-case basis.” Diane seconded. Motion carried on a voice vote.

## Requests for Items to Include on Next Meeting Agenda

None.

## Comments and/or Concerns and/or Correspondence

None.

## Next Meeting

The next meeting date will be Tuesday, April 22, 2025, at 4:30 p.m.

## Adjournment

Kay made a motion to adjourn, Diane seconded. Meeting adjourned at 5:35 p.m.

Respectfully submitted,

Kay Morrison, Secretary