

**Minutes of the C.A. Friday Memorial Library Board of Trustees**  
**Tuesday, March 5, 2019, 4:30 pm**

**Trustees Attending:** Ard, Gjovik, Granroth, Hall, Kuney, Van Nevel

**Trustees Attending via Phone:** Peplau

**Trustees Absent:** None

**Also Attending:** Mike Darrow, Sarah Reese

**Call to order:** Granroth called the meeting to order at 4:30 pm. Quorum was established and the meeting was properly noticed under Wisconsin Open Meeting Law.

**Approve Agenda:** (Ard/Hall) Motion to approve the agenda; passed unanimously by voice.

**Public Comment:** (limit 2 minutes per citizen) None.

**Approve Minutes from 02.05.19:** (Ard/Van Nevel) Motion to approve minutes; passed unanimously by voice.

**ReaLiving Presentation and Feedback:** Staff from ReaLiving shared overview of meetings with the trustees.

**Approve Monthly Expenditures:** (Van Nevel/Ard) Motion to approve monthly expenditures. Motion passed unanimously by voice.

**Financial Report:** Financial Report for Royal Alliance was presented.

**Library Building Project:**

- Darrow provided an overview on the RFQ's. The deadline is March 22 and there has been interest in the project already. He also shared that the current library could be on the National Registry if desired. Granroth will meet with City staff to review RFQs once received.
- Granroth shared pictures from his visit to the Colby Public Library.
- Van Nevel shared pictures from her visit to the Osceola Public Library.

**Discussion and Action on 2018 Annual Report:** Annual report has been submitted and reviewed by Rickard and Granroth. (Ard/Hall) Motion to approve 2018 annual report and indicate that IFLS provided effective leadership and met the Library's needs. Passed unanimously by voice.

**Library Director Hiring Process:** The draft Request for Proposal for an Executive Recruitment Firm was distributed for board review. Will come back at April meeting for discussion and approval.

**Library Director Job Description:** As part of the RFP process for the Executive Recruitment Firm, they will review and revise the current job description.

**Discussion and Action on Carleton A. Friday Memorial Library Board of Trustee Bylaws:** (Ard/Granroth) Motion to table this item. Passed unanimously by voice.

**Discussion and Action on Shelving proposal for Large Print Area:** (Ard/Granroth) Motion to move forward with the 18 large print shelves as proposed. Passed unanimously by voice.

**Director's Report:** Reese presented the director's report. As always, there is a lot happening in the library.

**Set date for next regular meeting:** Monday, March 25, 2019 4:30 pm will be the joint work session in the City Council Chambers.

Next regular meeting will be Tuesday, April 2, 2019 at 4:30 pm.

**Communications:** March 14 at 7:00 pm, the candidate forum will be held in the Council Chambers for the upcoming City Council elections. All are welcome.

**Adjourn:** (Ard/Hall) moved to adjourn at 6:00 pm; passed by voice.

*Submitted by: Vicki Gjovik*