



155 East 1st Street
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**Minutes of the C.A. Friday Memorial Library Board of Trustees
Tuesday, April 2, 2019, 4:30 pm**

Trustees Attending: Ard, Granroth, Hall, Kuney, Peplau, Van Nevel

Trustees Attending via Phone: None

Trustees Absent: Gjovik

Also Attending: Jennifer Rickard, Mike Darrow

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/Peplau) Motion to approve the agenda; passed unanimously by voice.

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

Approve Minutes from Joint Council/Library Board meeting 02.26.19: (Ard/Van Nevel) Motion to approve minutes; passed unanimously by voice.

Approve Minutes from 03.05.19: (Ard/Hall) Motion to approve minutes; passed unanimously by voice.

Approve Minutes from Library Board work session 03.27.19: (Ard/Van Nevel) Motion to approve minutes; passed unanimously by voice.

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

Financial Report: Financial Report for Royal Alliance was presented.

Library Building Project Discussions:

- Darrow provided an update of the RFQs and supplemental questions that were provided to all firms. Library Board work session will be posted for Friday, April 5 at 12:00 for board to review responses.
- Tuesday, April 9, the library board will meet to select architectural firms for interviews.
- Tentative plan to interview selected firms on Tuesday, April 23.
- Granroth shared pictures from his visit at the Portugal library.



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Discussion and Action on Library Director Hiring Process and Request for Proposals for Executive Hiring Firm: (Ard/Peplau) Motion to approve RFP as presented for immediate release. Passed unanimously by voice.

Discussion and Action on the Summer Reading Intern Job Description: (Ard/Kuney) Motion to approve revised job description for Summer Intern. Passed unanimously by voice.

Robert's Rules Training: Discussed Robert's Rules training provided by Nick Vivian with Eckberg Lammers Attorneys at Law. Handouts and recordings are available to review as needed.

Discussion and Action on Electrical Upgrade Proposal: (Ard/Peplau) Motion to move forward with option 3 for two electrical projects with Simon Electric. Passed unanimously by voice.

Closed Session: (Ard/Van Nevel) Motion to go into closed session per State Statute 19.85 (1)(c) Staff compensation and hours. Roll call to enter closed session.

Open Session Action on Closed Session: (Ard/Hall) Motion to approve action as discussed in closed session. Roll call taken. Passed unanimously by voice.

Director's Report: Rickard presented the director's report.

Set date for next regular meeting: Tuesday, May 7, 2019 at 4:30 pm. Rickard will not be at the meeting, but will be sure staff is available to assist.

Communications: City Council is reviewing some policies brought forward by the Family First committee. They have reviewed our bereavement leave, flex scheduling options and maternity/paternity benefits. Upon City Council approval, policies will be included in the employee handbook for all employees.

Adjourn: (Hall/Ard) moved to adjourn at 5:27 pm; passed by voice.

Submitted by: Jennifer Rickard