



## Meeting Minutes

### Library Board

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Monday, July 6, 2020

5:00 PM

Video Conference

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#### COMMITTEE OF THE WHOLE

#### Call to Order

*Present:*

*Kathy Ivey, Sue Anglehart, Katie Bittner, Shelley Hay, Gary Padesky, Araysa Simpson*

*Absent:*

*Jeff Bagniefski, Jodi Ehrenberger, Cat Ellingson*

**Vice-Chair, Kathy Ivey, called the meeting to order at 5:03 p.m.**

#### 1. Retiree Recognition Discussion

*Shanneon shared that as a result of the recent reduction in force caused by City budget reduction impacts, we have been notified that two former employees elected to retire. Shanneon noted that traditionally, the Library Board acknowledges library retirees by providing \$100.00 for a party and \$200.00 for a gift. This is an expense that with Board action, is reimbursed from the Special Trustees Fund. This level of acknowledgement was previously provided for two retirements earlier this year, although not yet submitted for reimbursement. If the Board is agreeable, we'd be looking to provide an acknowledgement at the same level for the most recent retirements with an alternative to the social gathering component.*

*Shanneon proposed reaching out to each retiree through a letter that would provide an opportunity for open communication, as well as a vehicle to convey that although the events leading to retirement were not as any of us would have planned or chosen, these employee's contributions to the library are valued and will be remembered. Additionally, the letter would invite personal input on how best to honor their years of service.*

*Araysa noted that a precedent had been set with past retirees and encouraged support for the same practice in the case of these retirements as well. Kathy endorsed the idea of reaching out in writing as way to invite input in a sensitive manner. Gary voiced support as well. Sue recommended that Shanneon proceed with seeking contact via letters.*

*Shanneon stated that more information regarding retiree payouts would be available at the regular July Board Meeting. She requested the committee's consideration to utilize carryover funds to cover the cost of retiree payouts once we know the exact amount.*

## 2. Review Method of Documentation for Committee & Board Meetings

*Shanneon summarized the reason for this discussion topic. It has recently come to our attention that while our current method of recording committee and meeting notes/minutes has been carried over from previous leadership, it does not strictly follow standard city format or practice.*

*In consultation with the City Clerk's office, clarification was sought with our goal being consistency with other city departments and compliance with standard practice. It was suggested that although the Committee of the Whole is a standing committee that acts only in an advisory capacity, since the meeting is noticed the method of recording should be minutes rather than notes. Shanneon reiterated her understanding of this board's preference to provide descriptive "notes," particularly because the Committee of the Whole meeting is the "working meeting" held in preparation for the regular monthly board meeting.*

*Araysa expressed that she understood the recommendation of standard practice limiting minutes to required elements. She further commented that at one point in the board's history, minutes had become too brief, which led to more recent enhancements in recording practices. She expressed her appreciation for the information gathering in preparation of this discussion. Sue added she was also aware of the practice to limit minutes to essential actions from her committee work with other institutions. Kathy indicated that as a more recent board member, she preferred more detailed information. Appreciation for Elaine's recording skills was expressed, as well as support for her to feel comfortable asking for clarification during meetings.*

*Shanneon affirmed that the goal is to continue providing the scope of information that this committee prefers, while also being consistent with standard practice and formatting through the "Legistar" resource on the city's website. Meeting minute examples (from our city and other Wisconsin libraries) most reflective of the balanced format we are trying to achieve were shared. Moving forward, we will strive to strike a measured balance in content, as well as utilizing the format consistent with other city departments, boards and committees.*

## Adjournment

*Time: 5:35 p.m.*

**Motion to adjourn.  
(Padesky / Simpson) Carried**

*The Committee of the Whole is the Library Board acting in an advisory capacity – no motions or decisions will be made during these meetings.*