

The meeting was called to order at 6:32 pm by Chair Kiernan.

1.0 ROLL CALL – Present: T. Kiernan (Chair), Trustees: P. Harycki, E. Leonard, J. Fischer, N. Wilkes, L. Komars, Village Board Liaison I. Thomson, Library Director S. Lewin-Lane, Village President D. Besson

2.0 CONSENT AGENDA

- 2.1 Motion (Harycki/Wilkes) moves to approve minutes from 12/18/2025
– passed 5-0-2 (Trustee Komars recused due to absence from December meeting)
- 2.2 Motion (Leonard/Harycki) moves to approve Library Budget Report and Board Fund December 2025 – passed 6-0-1
- 2.3 Motion (Fischer/Leonard) moves to approve Library Payroll 12/6-12/19 & 12/20-1/2, 2025-26 – passed 6-0-1
- 2.4 Next Library Board meeting will be held on Thursday, February 26, 2026

3.0 COMMITTEE AND LIAISON REPORTS

4.0 DIRECTOR'S REPORT

5.0 AGENDA ITEMS

- 5.1 Request to close at 1pm on Friday, March 20th for staff training
Director Lewin-Lane provided reason for request, update CPR and safety training for staff.
Motion (Wilkes/Komars) moves to close the library at 1pm on Friday, March 20th for staff training. Discussion: Wilkes asks that agenda for staff training be presented at the February library board meeting. Passed – 6-0-1
- 5.2 Discussion on long-term Lost & Found Items of worth
Director Lewin-Lane explains items of worth found in library (i.e. wallets, jewelry) and was looking for guidance from library board on what to do with such items. Best practice noted from other libraries is that items of value are kept for 24 hours and then turned over to the police department. Trustee Leonard concerned that 24 hours is not enough time and asked how long the police department would keep item. Village President Besson confirmed that police department holds auction once a year which is publicized via paper and social media outlets. Library board agreed that they are comfortable with this best practice and no official policy is needed regarding lost items of value. No motion taken.
- 5.3 Holz Family Grant – AV Update quotes for Ben Hunt Room
Director Lewin-Lane reached out to four companies regarding quotes for updating AV equipment. Two quotes were provided, one was suggested to be the stronger applicant. There was further discussion about the quotes and a potential conflict of interest regarding one. Village President Besson did mention that the village is also looking to update the AV equipment in one of their rooms and suggested possibly using the same vendor at a potentially reduced cost. Discussion continued on how many quotes should be obtained. Suggestion made to defer Holz Family Grant to February meeting.
Motion (Leonard/Fischer) moves to defer Holz Family Grant to February meeting for further discussion. Amended motion (Leonard/Fischer) moves to defer Holz Family Grant to February meeting for further discussion allowing more time for Director

- Lewin-Lane to obtain additional quotes for AV upgrade. Passed 6-0-1
- 5.4 **Library Director Review**
The Library Board may enter closed session pursuant to Wis. Stat. §19.85(1)(c), for consideration of the employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for the performance evaluation of the Library Director over which the governmental body has jurisdiction or exercises responsibility, and to re-enter open session at the same place thereafter to act on such matters as discussed therein as it deems appropriate
Motion (Harycki/Komas) moves to enter closed session Roll call T. Kiernan, P. Harycki, E. Leonard, J. Fischer, N. Wilkes, L. Komas
- 8:46pm – Motion (Harycki/Leonard) moves to come out of closed session Roll Call T. Kiernan, P. Harycki, E. Leonard, J. Fischer, N. Wilkes, L. Komas

6.0 ADJOURNMENT Motion (Harycki/Komas) moves to adjourn – passed 6-0-1

Seth Harrison / (e-signature)
Seth Harrison, Assistant Library Manager

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