

The meeting was called to order at 5:33 p.m. by Chair Hertel.

**1.0 ROLL CALL** – Present: Chair L. Hertel, Trustee: M. Lindberg, B. Ludwig. Director P. Laughlin. Absent: none Audience: Eric Branske, Assistant Library Director, Janice Sciano, Circulation Services Supervisor

**2.0 AGENDA ITEM**

- 2.1 Minutes of the February 28, 2019 meeting were reviewed. A motion was made and seconded (Ludwig/Hertel) to approve the minutes with minor change; motion passed unanimously.
- 2.2 Committee reviewed the Library budget report for February 2019. Ms. Laughlin noted the Committee receives the monthly income/expense detail. She used a few examples from the financial report to find details by account number. After a brief discussion, a motion was made and seconded (Ludwig/Hertel) to recommend to the full Board acceptance of the identified income and payment of bills; motion passed unanimously.
- 2.3 Committee reviewed the Library Board Funds for February 2019. Ms. Laughlin noted the transfer of program revenue to unrestricted funds, approved at the February meeting, was completed. After a brief discussion it was moved and seconded (Lindberg/Ludwig) to recommend to the full Board acceptance of the identified income and payment of bills; motion passed unanimously.
- 2.4 Motion and second (Lindberg/Hertel) at 5:46 pm for the Finance & Personnel Committee to enter closed session pursuant to Wis. Statutes §19.85(1)(c), as is required for considering the employment, promotion, compensation or performance evaluation data for the Library Director, Circulation Supervisor, Youth services Librarian, Adult Services Librarian/Assistant Director, Library Assistant, Desk Clerks, Pages-Shelvers, Interns, Seasonal Pages, Substitute Librarians, and substitute Desk Clerks over which the governmental body has jurisdiction or exercises responsibility, to discuss the compensation and evaluation for specific individual employees. Roll Call Vote: Ayes: Hertel, Lindberg, Ludwig, Nays: none. E. Branske and J. Sciano were invited into closed session. Finance Committee convened into closed session at 5:46 pm. Motion (Lindberg/Ludwig) to re-enter open session at 6:16 pm. Roll Call: Ayes: Hertel, Lindberg, Ludwig. Nays: none. Action: None.
- 2.5 Library/Village Employee Handbook: Ms. Laughlin reviewed pages 11 through page 16. Committee discussed proposed changes to Court Duties section based on staff experience serving on a jury. The proposed changes will be included in the Library/Village Employee Handbook.
- 2.6 Compensation & Wages: no report
- 2.7 Next meeting date: Thursday, April 25, 2019 (4<sup>th</sup> Thursday)

**3.0 ADJOURNMENT:** Motion to adjourn (Lindberg/Ludwig) at 6:28 p.m.; unanimously approved.

*Beth Ludwig* / (e-signature)  
Beth Ludwig, Secretary

Finance & Personnel Committee: Lindy Hertel (Chair), MaryAnn Lindberg, Beth Ludwig  
Ex officio: Patricia Laughlin

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