

A Regular meeting of the Wauseon Public Library was held on 9/10/24 in the Wauseon Public Library Board Room and called to order by President Ann Oberski at 6:00 pm. President Oberski took roll call. Board members present were Ann Oberski, Tracy Behrman, Tammy Allison (arrived at 6:11 pm) and Sheila Gruenhagen; additionally, Dan Baldwin, Head Librarian; Jen Basselman, Fiscal Officer. Jo Bruner and Carolyn Manchester were absent. No voting occurred until after a quorum was met at 6:11 pm.

Public comment: Katey Maloney, perspective Board member, was introduced.

Motion to approve the meeting minutes for the Regular Meeting on 8/13/2024 made by Sheila Gruenhagen. Seconded by Tracy Behrman. Aye: Ann Oberski, Tracy Behrman, Tammy Allison, and Sheila Gruenhagen; Opposed: None; Abstain: None.

Motion to approve the August 2024 Financials made by Tammy Allison. Seconded by Sheila Gruenhagen. Aye: Ann Oberski, Tracy Behrman, Tammy Allison, and Sheila Gruenhagen; Opposed: None; Abstain: None.

Snack donations in the amount of \$32.14 were received. Motion to accept donations made by Tammy Allison. Seconded by Tracy Behrman. Aye: Ann Oberski, Tracy Behrman, Tammy Allison, and Sheila Gruenhagen; Opposed: None; Abstain: None.

Personnel Committee: Nothing to report.

Facilities and Equipment: Behrman asked about the status of the building priority task list. Oberski updated on progress made including hanging of the Carnegie portrait to be done after museum glass is added; a dehumidifier and air purifier will be ordered for the Children's library area; the quilt and butterfly sculpture were both installed in front of the library; and the storage room has been cleared of unneeded items.

Finance/Audit/Records Retention: The Committee met after the Regular board meeting on 8/13/2024. There were no issues found. The Committee also reviewed the proposed updates to the Records Retention Schedule and recommends board approval.

Policies and Strategic Planning: Behrman asked that Board Meeting Minutes and Board Policies be posted on the library website. All agreed that this should be done.

Old Business

Motion to enter executive session to discuss matters to be kept confidential made by Tammy Allison. Seconded by Tracy Behrman. Aye: Ann Oberski, Tracy Behrman, Tammy Allison, and Sheila Gruenhagen; Opposed: None; Abstain: None.

Executive Session entered at 6:30 pm.

Motion to exit executive session declaring no action taken made by Tracy Behrman seconded by Tammy Allison. Aye: Ann Oberski, Tracy Behrman, Tammy Allison, and Sheila Gruenhagen; Opposed: None; Abstain: None.

Executive session exited at 6:43 pm.

New Business

Motion to approve the revisions to the Records Retention Schedule as recommended by the Finance/Audit/Records Committee made by Tammy Allison. Seconded by Sheila Gruenhagen. Aye: Ann Oberski, Tracy Behrman, Tammy Allison, and Sheila Gruenhagen; Opposed: None; Abstain: None.

Motion to approve the Workplace Standards/Employee Conduct Policy made by Tracy Behrman. Seconded by Tammy Allison. Aye: Ann Oberski, Tracy Behrman, Tammy Allison, and Sheila Gruenhagen; Opposed: None; Abstain: None.

Motion to approve the purchase of new staff badges and business cards with the new logo made by Sheila Gruenhagen. Seconded by Tammy Allison. Aye: Ann Oberski, Tracy Behrman, Tammy Allison, and Sheila Gruenhagen; Opposed: None; Abstain: None.

Motion to have windows cleaned inside and outside by Clearview as quoted at \$500.00 made by Ann Oberski. Seconded by Tammy Allison. Aye: Ann Oberski, Tracy Behrman, Tammy Allison, and Sheila Gruenhagen; Opposed: None; Abstain: None.

Motion to have carpet cleaned on all floors by Kern's Carpet Care as quoted at \$2,070.00 made by Tracy Behrman. Seconded by Tammy Allison. Aye: Ann Oberski, Tracy Behrman, Tammy Allison, and Sheila Gruenhagen; Opposed: None; Abstain: None.

Motion to move Doug Wheaton, Library Assistant, from part time to full time at 36 hours as recommended by the Personnel Committee made by Ann Oberski. Seconded by Tracy Behrman. Aye: Ann Oberski, Tracy Behrman, Tammy Allison, and Sheila Gruenhagen; Opposed: None; Abstain: None.

Motion to adjourn made by Tracy Behrman. Seconded by Sheila Gruenhagen. All in favor: Ann Oberski, Tracy Behrman, Tammy Allison and Sheila Gruenhagen. Meeting adjourned at 7:05 pm.

Respectfully submitted, Jen Basselman, Fiscal Officer