

Portage Public Library
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LIBRARY BOARD MEETING Minutes
April 12, 2016

Meeting called to order 12:03pm

Present: Voigt, Blohm, Stephenson, McLeish, Gregory, Schoenborn-Hoffmann, Simonson, Stenberg, Vehring

Visitors: Lynn Harthorne, Amanda Pardo, Dawn Foster - Library Staff Members
Shawn Murphy - Portage City Administrator
Jean Mohr - Portage City Financial Director

- 1) Motion to approve the March 29, 2016 regular and closed meeting minutes. (BB/HS)
- 2) Financial Reports:
 - a) Motion to approve March 2016 Municipal funds claims and Library restricted funds claims for payment as presented. (BB/CS)
 - b) Motion to authorize updating signatures on Library bank, credit card and business accounts to Lynn Harthorne and Eleanor Voigt. (DG/KV)
- 3) Director's Report:
 - a) Library Director's position vacated April 1, 2016.
 - b) Staff members Harthorne, Pardo and Foster will work together to manage the Library until a new Director is in place.
- 4) Business:
 - a) Motion to recommend to the City the appointments of Gregory and Simonson to another term as Library Board Members. (CS/KV)
- 5) Closed Session:
 - a) Motion to convene into closed session pursuant to Wisconsin State Statute 19.85 (1)(c) for discussion of performance evaluations of Library employees and to discuss employment and compensation for the Interim Library Director. 12:10pm (NS-H/DG)
 - b) Motion to reconvene to open session for the remainder of the meeting. 1:11pm (NS-H/HS)
- 6) Open Session:
 - a) Motion to appoint Lynn Harthorne as Interim Library Director. (DG/KV)
 - b) Motion to authorize the City Administrator and City Financial Director to assist Library Board and Interim Library Director to:
 - Coordinate and implement personnel policies
 - Coordinate and implement fiscal control measures
 - Assist with Library Director selection process
 - Assist with employee performance qualification evaluation
 - Obtain proposals for internal controls audit. (KV/CS)

Page 2 of 2 - Library Board Meeting Minutes
April 12, 2016

7) Meeting adjourned 1:16pm. (KV/DG)

Eleanor Voigt - President
Dr. Brenda Blohm - Vice-President
Chad Stephenson - Treasurer
Eleanor McLeish - Secretary
Dr. David Gregory
Nikki Schoenborn-Hoffmann
Melissa Simonson
Heather Stenberg
Klay Vehring

Date Approved: 5/10/2016