

February Genoa City Public Library Board Meeting Minutes

February 5, 2024 6 pm

Present: Lois, Jaime, Rhea, Dave, Karla, Helen, Tom, and Rachel

1. Call to order by Karla at 6 pm
2. Public Comments: Helen: Julee guest reader at Brookwood, huge thank you from Brookwood
3. Approval of January meeting minutes: motion made by Tom/Lois, 7-0
4. Approval of January bills: motion made by Jaime/Lois, 7-0
5. Treasurer's Report
6. Library News
 - A. Annual Report—waiting for numbers through treasurer, have Prairie Lakes' numbers, more for programming this year than last, check outs went down but this is a trend, lending of books to other libraries has increased
 - B. Grant update—February 15th will find out. Playaways are expensive. Have a few already.
 - C. Rhea CSmith newest board member (Walworth County)
 - D. Staff Training
 1. Job descriptions—all employees involved, signed
 2. Employee Handbook: all employees read and signed
 3. Crucial conversations book for all employees, training for employees, read by March 5
 4. Read by April 2: How to Win Friends and Influence People
 5. Performance Review—editing and making changes before board approval
 - E. emails and phone tree for board members
 - F. phone: new phones not set up or installed, change phone number is not an option
7. New Business
 - A. Leslie Goddard—Cookbooks and treats from Betty Crocker cookbook
 - B. Village for 2023, paying incorrectly
8. Adjournment—Motion to adjourn: Rhea/Tom, 7-0, 7:36 pm

The next Library Board Meeting will be held Monday, March 5, 2024, at 6 pm.

This meeting will be held at the Genoa City Public Library and Zoom invite.