

Albion District Library Board of Trustees  
Elsie Munro Room, Albion District Library  
16 December 2017

Present: Seidl, Arndts, Roberts, Behling, Brown, and Stanczak  
Absent: Gilg, Grant

The meeting was called to order at 6:05pm by President Arndts.

#### Consent Agenda

1. Motion to consider the consent agenda by Behling, 2<sup>nd</sup> by Seidl. Accepted.
2. Motion to approve the consent agenda by Brown, 2<sup>nd</sup> by Seidl. Accepted.

#### Discussion Agenda

1. Motion to approve financials for November by Seidl, 2<sup>nd</sup> by Brown. Brown, yes; Seidl, yes; Arndts, yes; Roberts, yes; Behling, yes. Accepted.
2. Discussion of the FY 2017 Budget Amendment #2. Motion to approve the FY 2017 Budget Amendment #2 by Seidl, 2<sup>nd</sup> by Behling. Seidl, yes; Arndts, yes; Roberts, yes; Behling, yes; Brown, yes. Accepted.
3. Director presented the revisions to the personnel handbook on behalf of the personnel committee. Board discussed movement of employees from one status to another (part-time to casual and vice versa); the sexual harassment policy; and the specific number of days an employee would be suspended according to the code of progressive discipline. Board requested that the handbook be put on the agendas in March and June 2018 to discuss the impact of revisions (particularly the movement of employees from one status to another).
4. Motion that the Personnel Policy Handbook be approved with changes discussed (see attached policy for changes) by Seidl, 2<sup>nd</sup> by Behling. Arndts, yes; Roberts, yes; Behling, yes; Brown, yes; Seidl, yes. Accepted.
5. Discussion of the Family Literacy Project.
6. Director presented her director report.
7. Director requested that the board go into closed session. Motion to go into closed session under 8(a) of the Open Meetings Act to discuss the evaluation of the director by Behling, 2<sup>nd</sup> by Seidl. Accepted. Board went into closed session at 8:01pm.
8. Board returned to open session at 8:47pm.
9. Motion to continue Cindy Stanczak's employment as director—either by way of a renewal of current contract or, if a new contract is required that it be drawn up, by way of a one-year contract with two one-year extensions—and to authorize the Board President to sign that contract by Seidl, 2<sup>nd</sup> by Roberts. Roberts, yes; Behling, yes; Brown, yes; Seidl, yes; Arndts, yes. Accepted.

#### Board comments.

1. President Arndts thanked Jim Behling for his time serving on the Board.

Motion to adjourn by Brown, 2<sup>nd</sup> by Behling. Accepted. Meeting adjourned at 8:59pm.

Next meeting 1/18 at 6pm in the Naomi Lane Room.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "J. Roberts" with a stylized flourish at the end.

Jess Roberts (standing in for Gilg as secretary)