

Clinton Public Library Board of Trustees Meeting
Friday, August 29th

1. Call to order at by Sue Koch @ 4:30pm
 - a. Present: Ashley Smith, Nicole Inman, Sue Koch, Suzanne Dammen, Jenny Membrino, Joseph Langer
 - b. Absent: none
2. Approval of minutes from July 17, 2025 Library Board Meeting
 - a. Motion to approve was made by Nicole Inman
 - b. seconded by Suzanne Dammen
 - c. All in favor, motion carried
3. Approval of financial report
 - a. Motion to approve made by Ashley Smith
 - b. seconded by Jenny Membrino
 - c. All in Favor, motion carried

** board likes the new format of financial report - would like to receive both formats. No need to compare year to year every month.

4. Library Director's Report
 - Joseph went to the play make learn conference for 3 days last week in Madison. Educators and librarians are there - panels and discussions on how to incorporate games into education. He will have more to show next month
 - Summer reading program wrapped up - Averaged 25 kids/week. 4 special performers brought in over 100 kids.
 - CAP and library combined forces and did story time in combination with Brooke Franseen. This brought more patrons in for story times
 - M/F story times - both story times are bringing kids in.
 - Gaming groups on Wednesdays and Saturdays- Joseph wants to look into partnering with the local gaming store
 - Lego, book, and baking are still going. Knitting is coming back in September
 - The lobby got a new coat of paint from the friends As well as a new rug in the kids section
 - Joseph completed the strategic planning course - It is in its final stages as the board gets to give input and work together
 - Signage around the library is a process - making it easier for patrons to browse
5. Unfinished business - none

6. New Business

- a. Discuss past strategic planning work completed through the WLS Course: current status and path forward
 - It was broken into 5 parts starting 11/2024 and wrapped up in 7/2025 - Joseph explained what the process looked like and answered questions. Joseph will share the strategic plan outline/information with the board.
- b. Discussion & FAQ of Director's timesheet -
 - Joseph is an exempt employee. He brought up his time sheets to share with the board.
- c. Discuss library board and director roles, responsibilities and professional development opportunities
 - Jenny talked about a larger group coming in to teach us roles and responsibilities of the board and providing professional development
- d. Discuss establishing library board committees/working groups
 - There is some interest in a committee to look over the strategic plan - Do we have volunteer committees/help other committees to support.
- e. Discuss operational and program cross-training of library staff
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- f. Discussion and Action - Adoption of Library Board Trustee Code of Conduct
 - i. Motion to table making an action on adopting a library board trustee code of conduct made by Ashley Smith
 - ii. Seconded by Jenny Membreino
 - iii. All in favor, motion carried
- g. Discussion on scheduling consistent bi-monthly times for board members to review and sign bills
 - i. Trying to get a consistent schedule of bill signing so that the bills are always paid on time.
- h. Discussion and action on changing the day for library board meeting
 - i. Motion to keep the meeting day and time the same made by Nicole Inman
 - ii. Seconded by Suzanne Dammen
 - iii. All in Favor, Motion Carried
- i. Discussion on collection development
 - i. Joseph would like to be more transparent with the different jobs and responsibilities of the employees and himself.

7. Communications

- a. Foundation - None
- b. Friends - None

8. Adjournment at 5:49pm

- a. Motion made by Suzanne Dammen
- b. seconded by Nicole Inman
- c. All in Favor, Motion carried

