

Jack Russell Memorial Library Board
Regular Meeting – Wednesday, March 14, 2018
Common Council Chambers – 4:00pm

This is a regularly scheduled public meeting of the Jack Russell Memorial Library Board of the City of Hartford. Prior to this meeting, notice was given to the public by posting on the City Office Meeting Boards and the Jack Russell Memorial Library. In addition, 24 hours before the meeting, an agenda was placed in the City Office mail box of the Daily News.

- I. CALL MEETING TO ORDER
- II. UNANIMOUS CONSENT AGENDA
 - A. Approval of Library Board meeting minutes.
 - 1. February 14, 2018 Regular Meeting
 - B. Financial statements
 - 1. Financial report comparing budgeted versus actual numbers – February 2018
 - 2. Monthly library bills for Library Board review and approval – February 2018
 - C. Jack Russell Memorial Library Usage and Services Report – February 2018
 - D. Youth Services monthly program report – February 2018
- III. PUBLIC COMMENT PERIOD/APPEARANCES (5 Minute Limit)
- IV. CORRESPONDENCE
 - A. Thank you letter to Maureen and Kathleen Spuhler for donation in memory of Robert Spuhler
 - B. Thank you letter to Stephanie Funk for donation in memory of Lyanne Collins
 - C. Thank you letter to Dorothy Park for donation in memory of Nancy Spahn
 - D. Thank you letter to Hartford Lions Club for \$500 donation for children's materials
 - E. Employment offer letter to Anna Janichek – Youth Services Summer Assistant
 - F. Employment offer letter to Matthew Becker – Youth Services Summer Assistant
 - G. Employment offer letter to Elizabeth Rhinehart – Youth Services Library Page
 - H. Copy of letter sent to eight candidates interviewed for the Youth Services Summer Assistant and Youth Services Library Page
 - I. Copy of letter sent to 11 applicants thanking them for their interest in the Youth Services Summer Assistant and Youth Services Library Page
- V. OLD BUSINESS
 - A. Washington County / Monarch Library System Operating Updates
 - B. Friends of the Library - Update
- VI. NEW BUSINESS
 - A. Trustee Essentials: A Handbook for Wisconsin Public Library Trustees prepared by the Wisconsin Department of Public Instruction (DPI) – Review of Chapter 11
 - B. Youth Services Librarian Report – Discussion only
 - C. Library Director Report – Discussion only
- VII. UPCOMING LIBRARY BOARD MEETINGS
 - A. Regular Meeting – April 11, 2018 – Council Chambers – 4:00 PM
- VIII. Closed Session

Pursuant to Authorization Conferred by WI Statute 19.85(1)(c) to go into closed session to Consider Employment, Promotion, Compensation or Performance Evaluation Data of any Public Employee Over Which the Governmental Body Has Jurisdiction or Exercises Responsibility (Library Director's Annual Performance Evaluation).
- IX. ADJOURNMENT

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the City Clerk at least one (1) business day prior to the meeting.

Members of the City Council may attend the above meeting. Pursuant to State ex re. Badke v. Greendale Village Board, 173 Wis.2d 553, 494 N.W. 2d 408 (1993) such attendance may be considered a meeting of the Common Council. This notice is given so that members of the Common Council may attend the meeting without violating open meeting law.