

SPECIAL LIBRARY BOARD MEETING
Brewer Public Library
November 18, 2002

The special meeting of the Library Board was called to order by president Norm Sandmire at 5:00 PM. He noted that the agenda for the meeting had been properly published. The following members were present: Norm Sandmire, Larry Loomis, Carol Clausius, Nancy Keegan and Carey Bradley. Excused absences: Elda Fry, Debra Liegel, and Lewis Van Vliet.

The proposed process flow chart was discussed and modified to the satisfaction of everyone present. Nancy Keegan made a motion to approve the modified flow chart, (with changes in steps 1, 2, 3, 7 & 8). (See attached.) Carol Clausius seconded the motion. Motion carried.

The Board decided to form 2 standing committees: 1. Finance & Personnel (Includes- Norm Sandmire, Larry Loomis, Carol Clausius & Nancy Keegan.) 2. Building & Grounds (Includes- Lewis Van Vliet, Carey Bradley, Elda Fry & Debra Liegel.) Larry Loomis moved that these standing committees be approved. Second by Carey Bradley. Motion carried.

Norm Sandmire stated that another County Board member will be added to the library board on July 1, 2003. There's a 2 year delay in this assignment because the 1st year is used to gather statistics, and the 2nd year is required to budget the money for the following year.

Michele Nolen-Karras mentioned that Chapter 5 of the Trustee Handbook deals with hiring a library director. It urges Trustees to immediately contact their Library System for assistance with the process. She also pointed out that the present job description calls for possession of a master's degree, but that is only a requirement for cities with a population of 6,000 or more.

Carol Clausius moved to go into closed session per WI Statute 19.85(1)(c) to discuss director selection strategy. Second by Nancy Keegan. Roll call was unanimous.

Submitted by,

Michele Nolen-Karras

Michele Nolen-Karras, Acting Secretary