

**Minutes of the  
Meeting of the Chippewa Falls Public Library Board of Trustees  
November 13, 2019**

**1. Call to Order**

Meeting was called to order by President Jan Drehmel at 5:00 p.m.

**2. Roll Call of Members**

Members Present: Ambelang, Drehmel, Hiess, Jones, King, Newton, Russell

Others Present: Director Joe Niese, Confidential Administrative Assistant Deb Braden

**3. Approval of Agenda**

Motion by King seconded by Jones to approve the agenda. All present Voting Aye. Motion carried.

**4. Disposition of the minutes of the regular meeting of October 9, 2019.**

Motion made by Jones seconded by Newton to approve the minutes of the regular meeting of October 9, 2019. All present Voting Aye. Motion carried.

**5. Disposition of the minutes of the special meeting of October 24, 2019**

Motion made by Jones seconded by King to approve the minutes of the special meeting of October 24 2019. All present Voting Aye. Motion carried.

**6. Disposition of the vouchers to be paid from the 2019 budget after November 19, 2019.**

Motion made by Jones seconded by King to approve payment of all the vouchers after November 19, 2019. Roll call Vote taken. Aye – Ambelang, Drehmel, Hiess, Jones, King, Newton, Russell. All present Voting Aye. Motion carried.

**7. Public appearances by citizens.**

None

**8. Correspondence**

Thank you from Wi Association Home & Community Education for letting them exhibit their cultural arts. A thank you for support for the Community Read from Friends of Library member Connie Russell. A thank you from State Senator Kathy Bernier for supporting the Community Read.

**9. Management report**

Director Niese presented the Management Report. He highlighted details from the report. The community Read was a success at the CVCA with about 175 attendees. The Young Adult Advisory Board has started back up.

**10. Committee reports**

a) None.

**11. Current Business**

a) **2020 Board of Trustees Meetings Calendar**

Motion made by King, seconded by Russell to accept the 2020 Board of Trustees Meetings Calendar as presented. All present Voting Aye. Motion carried.

**b) Job Descriptions**

Director Niese presented the job descriptions with the changes from the staff for review. He also shared a proposed schedule for the Library staff. Discussion from the Board of Trustees directed Director Niese to use the staff collective talents to share the work load. They directed him to come up with a new schedule for the Library staff to be reviewed at a special board meeting on December 4, 2019. They also directed him to no longer work scheduled nights and weekends since he is the Director and needs to be available for Library related meetings with the City and other organizations. A copy of the job descriptions will be emailed to all Board of Trustees members to also be commented on at the Special Board Meeting in December.

**12. Announcements**

a)

**13. Items for future consideration.**

a)

**14. Adjournment**

Motion made to adjourn by Russell seconded by Jones. All present Voting Aye. Motion carried.  
Meeting adjourned at 6:07 p.m.

Respectfully Submitted,  
Deb Braden, Confidential Administrative Assistant