

## Minutes

*Library Board of Trustees-Verona Public Library  
500 Silent Street Verona, WI 53593*

**Wednesday, August 3, 2016, 6:30 PM  
Library Phone Number 608-845-7180**

Present: Runde, Steiner, Patterson, Burkart, Sohail, Kniess, Napier  
Absent: Gaskel

Call to order 6:33pm

- Approval of the Regular Meeting Minutes of 7/6/16.  
Motion to approve Patterson; 2nd, Kniess; Carried
- Review and approval of July 2016 invoices.  
Motion to approve, Napier; 2nd, Sohail; Carried
- Public Comments  
N/A
- City Council Liaison's report  
N/A
- Library Director's report  
Tabling discussion of estimates for remodel proposals, pending more information.
- Old Business
  1. Annual Library Board Officer Elections to elect a President, Vice-President, and Secretary.  
Patterson nominates Kniess for VP; Steiner 2nd; Carried  
Kniess nominates Patterson for Secretary; Runde 2nd; Carried  
Steiner nominates Runde for President; Napier 2nd; Carried
  2. The Board President appoints a Personnel Committee made up of at least three Board members. The committee is charged with conducting the Library Director's annual performance evaluation.  
Napier, Kniess, Runde
  3. Preliminary discussion of the 2017 library budget.  
Dane Co. reimbursement will be an increase.
- New business
  1. Discussion and possible action regarding the Administrative Assistant job description.  
Motion to adopt amended Administrative Assistant Job Description  
Kniess; 2nd Patterson; carried.
  2. Discussion and possible action regarding the Building Evacuation Plan.  
Tabled Building Evacuation and Active Shooter plans until input is gained from the police force.
- Adjournment  
Motion to Adjourn, Patterson; 2nd, Sohail; carried. 7:01pm

Library Board approved 9/7/16