

Argyle Public Library Board of Trustees Minutes

Monday, May 19, 2025 at 6:00p.m.

Argyle Community Room, Argyle Public Library

401 East Milwaukee Street, Argyle, WI 53504

This meeting was called to order at 6:10 p.m.

This meeting was duly posted at the Argyle Post Office and Argyle Public Library.

1. Roll call of members present: Daniele Zywicki, Monica Hodgson, Bailey Watson, Wyatt Webster, Sarah Gallagher

Others present: Vicki Tollakson for Friend of the Library and Jenni Detra

2. Adoption/Amendment of the Agenda – Zywicki motion, Gallagher second, all approved.
3. Approval of 4/21/25 Minutes: Hodgson motion, Zywicki second. All approved.
4. Public Communication: None to report
5. Friends Report: Book sales and Argyle Garage sales first weekend in June-F.O.L. have books at the library and bank to sell. Ice cream social possibly for the fall community concert.
6. Village Communication Report: Webster reports a discussion of a line item being added to the expense reports for facility costs. This was discussed at the last village board meeting. Joe Schute helps guide this discussion. No vote was held on this matter.
7. Finances:
 - a. Approval of monthly expenditures: Gallagher motion, Hodgson second.
 - b. Budget: Over budget on WISCAT Membership, but it is a varying expense that will equal out by the end of the year. Should be seeking out additional grant money through the Legion and Community grant to help make up for some costs by the end of the year. Most line items are on track with the yearly budget.
8. Library Updates
 - a. Director Report: Watson earned her Grade 1 licensure! Discussed a need for an additional employee for programming to ensure that there is someone at the desk while programming is going on. Watson suggested Nevin receive additional hours to help compensate for this need. Hodgson motion, Zywicki second, approved. Also discussed record backup from DPI. To be discussed at a later meeting.
9. Old Business: None to report

10. New Business:

- a. Alliant Energy Foundation Community Grant: Use this grant to apply for a free pantry outside the library. Can be stocked with high need items for the community to freely take and leave. Hodgson will talk to the food pantry about what are some high demand items. Will look into expenses and discuss in the July or August meeting.
- b. Amendment of current library policies and/or job descriptions: Discussed clarification on Michelle and Evelin's job description. Watson said she would look at the descriptions, but wanted input on Michelle's current title. The board discussed, but no decision was made. Discussed better guidelines on the requirements of parent supervision of children while in the library. Will discuss further at the June meeting and possible approval of requirements.
- c. Staff Review: Watson has requested staff reviews for employees and for this review to be every 6 months. The board thought it was appropriate to have Michelle and Watson complete these reviews and report back to the board. The board will conduct reviews for Michelle and Watson. Detra will send Watson a generic review to use and adapt to the APL needs.
- d. Possible Land Available: Lot 3 Maple St. Argyle, WI 53504: Discussed the location of the lot and some benefits and parameters about the land. Members would look at it on their own time. Tax levy is between \$400-\$24,000. Discuss more in the June meeting after everyone has seen the property.
- e. New substitutes for summer programming: Previously voted on and approved in the directors report.

11. Convene to closed session pursuant to Wisconsin Statutes Section 19.85(1)(c) to discuss employment, promotion, compensation, or performance evaluation data to the library staff under the jurisdiction of the Library Board.

12. Reconvene to Open Session

13. Actions on closed session discussion, if needed: No actions needed.

14. Announcements: None

15. Adjournment: Hodgson motions, Zywicki seconds. Approved

Next meeting: Monday, June 16th, 2025 in the Argyle Community Room, Argyle Public Library- 401 East Milwaukee Street, Argyle, WI 53504.

Respectfully Submitted,
Daniele Zywicki, APL President