

Argyle Public Library Board of Trustees Minutes

Monday, July 21, 2025 at 6:00 p.m.

Argyle Community Room, Argyle Public Library

401 East Milwaukee Street, Argyle, WI 53504

This meeting was called to order at 6:08 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
2. Adoption/Amendment of the Agenda – Monica motion, Zywicki second, all approved.
3. Approval of 5/19/25 Minutes: Gallagher motion, Zywicki second. All approved.
 - a. Approval of 6/16/25 Minutes: Correction to move Jenny Detra to other members list instead of board members list. Zywicki motion, Gallagher second. All approved.
4. Public Communication: None to report
5. Friends Report: Vicki- Last meeting was July 15th. Leftover books from the book sales were sent to thrift stores. Parka palooza had rain but was a good representation for the library, in the final planning stages. August 3rd Ice cream social at the community concert. Community fund ideas will be developed by Bailey. Endowment has about \$11,000 left and about \$1,200 of spendable.
6. Village Communication Report: Webster brought up the potential for shared cost of the automatic door and Sandra said they would be willing to share the cost. Bailey will send the cost to Sandra. They discussed updating the unattended children and vulnerable adult policy and they understood why and agreed with the updates.
7. Finances:
 - a. Approval of monthly expenditures: Hodgson motion, Gallagher second. Approved.
 - b. Budget: Discussed the Canva cost will be covered by Blanchardville in the future. Discussed giving all donations directly to Friends of the Library, to keep more accurate records, but Watson will do more research on what other libraries do.
8. Library Updates
 - a. Director Report: Records retention policy was updated. Hodgeson motions. Zywicki second. Approved. Notification of records retention signed by Zywicki. Discussed updating the unattended children and vulnerable adult policy and wants to look at wording and anyone else that should be notified before approving policy. Also wanted to look into the

appropriate ages of anyone supervising a child at the library. Table approval until next month.

9. Old Business: Looked at upcoming fees for 2026 budget. This was discussed further in the financial report.
10. New Business:
 - a. New board officers and members: New board members are due to be voted on. Due to two new members absent this discussion will be tabled until next month's meeting.
 - b. Fund raising opportunity: Community members made suggestions like silent auction, steak dinner, ect. Zywicki will make a shared document for others to put their ideas in one area.
 - c. Marketing for programming: Gallagher did research on how to notify patrons of programs. Using email and text messages will be a great resource to use (other libraries have reported 70% increase in their programming after using email and text notifications). Email Octopus is free and Clevo will cost less than a penny per push text. These are our best options for notification. Categorizing all emails and text list will give us the best outcomes.
 - d. Long Range Plan: set to expire this year. The board will review and discuss at the next meeting. This document is on the website.
 - e. Records retention adoption: Previously approved in directors notes.
 - f. Updating the unattended children and vulnerable adult policy: Previously discussed in library updates and tabled until next month's meeting.
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: In the future, sending out notification to the clubs, like 4H, for programs that apply to the club.
Bringing books that apply to the topic of the program and display them during programming and fund raisers. Then they can check out books as they leave the library.
15. Adjournment: Gallagher motions, Zywicki seconds. Approved

Next meeting: Monday, August 18th, 2025 in the Argyle Community Room, Argyle Public Library- 401 East Milwaukee Street, Argyle, WI 53504.

Respectfully Submitted,
Daniele Zywicki, APL President