

**SOUTH NEW BERLIN LIBRARY BOARD
ANNUAL MEETING
January 17, 2017**

Present: Tammy Osborne, Jayne Frye, Lynn Macumber, George Clum, Wendy Oldham, Judy Off.

Absent: Ann Meln, Marcia Hoag.

President Lynn Macumber called this meeting to order at 6:30 p.m.

Judy redistributed minutes from 7/12/16, 8/23/16, 10/18/16, 11/7/16, 11/28/16 and 12/9/16 that contained corrections. Jayne Frye made a motion to approve changes contained in the July through December minutes. Wendy Oldham seconded the motion. All in favor, none opposed. Motion carried.

Jayne, Judy and Lynn are acting officers on the Board still serving their current terms.

We are no longer in need of a per diem employee. George Clum made a motion to send Emily a letter saying we are no longer in need of her service since she is a per diem employee. Jayne seconded the motion. All in favor, none opposed. Motion carried.

Lynn reported that minimum wage has increased to \$9.70 per hour as of 1/1/17.

The budget will change in October to accommodate those changes.

Emergency funds and legal fees, along with increased minimum wage needs to be accounted for in the budget in October.

The Direction position is currently on a probationary period until June. The evaluation will be held by Lynn and Jayne about two weeks prior to the expiration of the current contract with Tammy Osborne. We requested a two-year commitment upon job acceptance and Tammy has asked that it be changed to a year-to-year contract. The two-year agreement was to state that, in the event of resignation by our Director, that he/she be available to train the replacement for a minimum of 40 hours and that we have at least 30 days' notice prior to ending employment. Lynn proposed that, if it is changed to a yearly contract, that we change the requirement of training replacement to 60 hours and add a minimum of a 60-day notice.

Wendy Oldham made a motion that Tammy Osborne get a one-year contract with 60-day written notice for resignation and 60 hours of training a replacement. Jayne seconded the motion. All in favor, none opposed. Motion carried.

Quarterly board meeting dates: April 18, July 18, October 17 and January 16, 2018 at 6:30 pm.

Annual meeting adjourned by Lynn at 7 PM.

Respectfully submitted,


Judy Off, Secretary