

Calhoun Memorial Library Board Meeting Minutes
June 7, 2022

Minutes of the Calhoun Memorial Library Board of Director's Meeting: June 7, 2022

The board meeting was called to order at 9 a.m. on June 7, 2022, by President Jean Wacker at the Calhoun Memorial Library.

Members present: Louise Brown, Kathy Hayes, Jeff Martin, Evie Nelson, Nancy Nix and Rachel Westberg. Also present was library director Carol Burnham.

The agenda was approved by motion of Kathy Hayes, seconded by Louise Brown. Motion carried.

There were no in-person public comments, but President Jean Wacker did note she had many people personally express their sadness at the news of director Carol Burnham's retirement.

Minutes of the May board meeting were presented to board members in printed form. Motion was made Louise Brown, seconded by Nancy Nix, to accept the minutes as printed. Motion carried.

Treasurer Kathy Hayes presented the final expenditures, year to date budget, Act 150 and checking account report for May. Motion made by Nancy Nix, seconded by Rachel Westberg, to approve May's treasurer report. Motion carried.

Library Director Carol Burnham presented petty cash, statistics, Friends of the Library updates, and activities in her director's reports.

Rachel Westberg, school representative, reported on Chetek-Weyerhaeuser school activities.

Mayor Jeff Martin reported on city happenings.

Burnham updated the board on the search and hiring of a new library aide, in addition to progress made on the lighting, door and counter projects.

The board went into an extended discussion regarding the details of salary, benefits, and the job description and job announcement for the hiring of a new library director to replace Burnham. Burnham has expressed her desire to retire effective Sept. 15, 2022. A formal job description for the position was presented to the board. There was a motion from Kathy Hayes, seconded by Evie Nelson, to approve the description with amendments. Motion carried. An announcement of the position opening was also presented. After discussion, a motion was made by Evie Nelson to approve the posting with amendments, seconded by Jeff Martin. Motion carried. The announcement will be posted later this month in a variety of local outlets. Deadline for application submission will be July 22, 2022.

There will be no meeting of the full board in July, but the staffing/selection committee will meet following the application deadline on July 22 to discuss candidates for the library director position.

Motion to adjourn by Kathy Hayes, seconded by Nancy Nix. Motion carried; meeting adjourned.

Respectfully Submitted,

