

Operations Committee Meeting Minutes – April 2, 2024, Revised April 5, 2024

1. Meeting called to order at 3:30 p.m. All committee members were present except Kay who was excused.
2. Riti confirmed that this meeting complied with WI Open Meetings Law.
3. No public comment.
4. Wendy moved and Joyce seconded a motion to approve the agenda. Motion carried.
5. Wendy moved and Joyce seconded a motion to approve the minutes of the November 9, 2023 meeting. Motion carried.
6. Riti presented the two proposals for the Monarch Library System Strategic Plan. John moved and Wendy seconded a motion to approve the WILS Plan with the cost not to exceed \$20,000. Motion carried. The \$20,000 cost has already been approved by the Monarch Board.
7. John moved and Joyce seconded a motion to approve a payment of \$350 to Kewaskum for use of the hall for board meetings. Motion carried. Motion will be presented to the Monarch board for approval.
8. Riti introduced the new Monarch employee, Tim Jorsch (informational only). Maeve moved and Wendy seconded a motion to approve the new assistant cataloging and DB librarian position. Motion carried. The cost of this position was already approved in the 2024 budget.
Maeve requested a Organizational chart of the current Monarch System.
9. John moved and Wendy seconded a motion to appoint Kay as the chair of the compensation sub-committee. Members are Maeve and Joyce. The sub-committee will define the scope. The scope should include salary compensation and bonus/rewards/merit payments at Wisconsin Library Systems. Riti will gather current pay data from Wisconsin Library Systems.
10. Riti discussed the current staff evaluation process. Riti will document the staff and director evaluation processes, including timelines.
11. Rewards and bonuses should be discussed as part of the compensation sub-committee work (included in item 9).
12. Next meeting is scheduled for Tuesday, May 7, 2024 at Lakeshore Community Library at 3: 30 p.m.
13. Meeting adjourned at 4:40 p.m.

Minutes submitted by Joyce Nelson, April 2, 2024. Revised April 5, 2024.