

## Oscar Grady Library Board Meeting Minutes

November 11, 2025

**Members Present:** Joe Caban, Kay Goodwin, Hannah Hand, Mary Jo Hansen, Emily Laws, Michael McMahon, Laura Soldner, Marcella Wilde

**Guests Present:** None

**Absent:** Brandon Donen

1) **Call to Order**

President J. Caban called the meeting of the Oscar Grady Library Board to order at 6:00PM. The Microsoft Teams connection was active.

2) **Statement of Public Notice**

The Statement of Public Notice was posted according to Wisconsin state statutes.

3) **Citizen Comments**

None.

4) **Approval of Minutes from Prior Meeting**

A motion was made, seconded, and passed to approve the minutes as amended from September 9, 2025.

5) **Financial Reports**

The September and October 2025 CSRF bills and General Fund Financial Reports were presented and reviewed with the Board by E. Laws. A motion was made, seconded, and passed to accept the September and October 2025 CSRF Balance Sheet Detail and the September and October 2025 General Fund Financial Reports as submitted.

6) **Closed Dates 2026**

A motion was made, seconded, and passed to approve the Library Closed Dates as presented for 2026.

7) **Appendix F: Monarch Membership Agreement**

E. Laws reviewed with the Board Appendix F of the Monarch Membership Agreement. A motion was made, seconded, and passed to approve Appendix F as an addition to the Monarch Library Consortium Membership Agreement, agreeing to provide Monarch IT with advanced notice for IT and ILS projects.

8) **Pass Policy**

E. Laws reviewed with the Board a proposed amendment to the Adventure Pass Policy. A motion was made, seconded, and passed to amend point seven of the existing pass policy so that Oscar Grady Library passes are checked out on a first come basis in lieu of a calendar system, allowing more use and less staff mediation of the passes. E. Laws to report back to the Board on the effectiveness of the change as it is implemented.

9) **Library Board Vacancy**

E. Laws reported that a current member of the Board will be leaving the Board due to change in residency. A motion was made, seconded, and passed to recommend Village of Saukville resident, Matthew Poytinger, to the Village President as the Library Board's preferred candidate for the upcoming vacancy.

## **10) Director's Report**

### a) *September & October Project Highlights*

- i) Book supplier, Baker and Taylor, went out of business; currently purchasing through Amazon Business and Ingram
- ii) Smiota lockers out of service since September 9, technicians working to fix
- iii) Community Room and Digital Media Lab can be reserved for public use via the library website

### b) *November & December Project Highlights*

- i) Considering an update to the Internet and Acceptable Use Policy
- ii) Friends of the Library book sale November 19-22

## **11) Communications**

None.

## **12) Other Matters**

Kay Goodwin reported on the Murder Mystery Fundraising event hosted by the Friends of the Oscar Grady Library. The event was very much enjoyed by attendees.

## **13) Adjournment**

A motion was made, seconded, and passed to adjourn the meeting at 6:41PM. The next meeting will be Tuesday, January 13, 2026. The meeting will be in-person at the library and via Teams.

**Minutes respectfully submitted by:** H. Hand