

Winneconne Public Library Board of Trustees

Meeting Minutes

Saturday, October 17, 2009

Meeting called to order by President Jody Running at 9:00am.

ROLL CALL

Present: Running, Rengstorf, Brefeld, Sasse, Davies, Jensen (arrived at 9:37)

Absent: Beiser, Boehnlein

Also Present: Jean Thyssen and Holly Selwitschka

MINUTES –

Holly indicated a mistaken date at the top of the minutes: October 17 should say Sept. 14.

Motion made by Brefeld to approve the minutes from September 14 as amended.

Second – Rengstorf

Vote – unanimous

SEPTEMBER 2009 VOUCHER PAYABLE/FINANCIAL REPORT

Running asked why we pay benefits (and wages) for Jaci and Holly reminded the board that it is because Jaci's salary is allocated between all village departments based on the amount of time she spends processing bills and doing other work for each department.

Running also questioned what service Paetec provided. Holly answered that Paetec is the local telephone company; AT&T is our long-distance carrier. That will soon change when we switch over to Charter for all phone services.

Running further asked why the bills for books were more than usual. Holly answered that in August and September she and Jean had focused on completing book orders, after having a summer with not much time to work on book orders. Also, we didn't want to approach the end of the year with a lot of money left in the book budget that would need to be spent all at once.

The board requested that Holly double check with Steve or Jaci to make sure we don't have to formally carryover funds from 2009 to pay utilities if the bill doesn't get to us again until after the beginning of the year.

Holly reported that she replaced her laptop, using some of the reserve funds at Winnefox and intends to keep the old laptop for as long as it will work to use as a backup for taking work home and to use as an extra station for computer classes.

Motion made by Davies to approve the payment of the September vouchers and accept the financial report as it is.

Second – Brefeld

Vote – unanimous

2010 ITEM LINE BUDGET

Holly went over the line items proposed for 2010. Holly pointed out the savings in the phone bill; when we switch to Charter our entire bill will be \$35 per month. Concerned that there might not be enough money set aside for equipment, Brefeld asked about the need to replace the router. Holly said that she checked with Pete Hodge at Winnefox who said it was unlikely the router would need to be replaced any time soon. Holly said that if the router would need to be replaced, the cost is minimal – approximately \$130. The board decided to wait to vote on 2010 budget until after the director's review and a decision was made on her salary.

PUBLIC PARTICIPATION – None

DIRECTOR'S REPORT

MISCELLANEOUS REPORTS

Programs – September had regular programs that included story times, Monday Morning Moms, and computer classes. Earlier this week we had Money Smart Week Wisconsin with only 2 attendees at the children's program and none for the adult program – very disappointing. Holly invited board members to the 10th anniversary Municipal Center Open House.

Statistics – Nothing extraordinary to report about statistics this month – they remain consistent with numbers from the beginning of the year and slightly higher than the previous year. Jensen asked what days and times of the week were busiest. Jean said that she tracks the daily statistics and Mondays are by far the busiest day, followed by Tuesday because of story time. Holly said it was difficult to track busy times of the day, but through observation, it seemed that afterschool and mornings were the busiest times of the day. Davies asked how people liked the earlier hours we had this summer; Holly said that she thought people liked the early hours very much. Indeed there were a number of days in which people were waiting to get into the door, but that hasn't happened in awhile, since we switched back to opening at 10am.

Highlights from Village Board and Department Heads – everyone is currently working on 2010 budget.

OLD BUSINESS

Coughlin Room Insurance Assessment – Holly recommended that the board approved Peter Dast to assess the Coughlin Room for insurance purposes. The cost would be not more than \$1,000.

Motion by Jensen to approve hiring Peter Dast of Bookworks to assess the Coughlin Room for insurance purposes.

Second – Sasse

Vote – unanimous

Emergency Procedures – still trying to set a date with Ryan Krings to run through the emergency procedures

Friends of the Library Mural – board was invited to the meeting to discuss the mural with high school art teacher Mr. Molitor on Monday, October 26 at 3:45.

NEW BUSINESS

New Carpet – According to the Village Capital Improvements Schedule, we are scheduled to get new carpet in the building for 2010. The cost to the library for the carpet alone would be \$8,000, plus additional cost to hire a moving company to move the books around and there would be a need to close the library for a day or two to have it installed. After discussion, the library board decided not to go ahead with replacing the carpet in 2010. They would like to make the old carpet last at least five more years by purchasing carpet runners and spot cleaning the carpet as needed.

ITEMS FOR NEXT MEETING AGENDA

- Invite Tracy to meeting to introduce herself
- Old business including fire procedures update and Friends of the Library Mural
- Schedule meetings for upcoming year

CLOSED SESSION

Motion by Jensen to enter into closed session per Wisconsin State Statutes Section 19.85(1)© to conduct 1-year performance review and discuss wages of the library director.

Second - Rengstorf

Vote taken by roll call:

Running – yes

Jensen – yes

Rengstorf – yes

Brefeld – yes

Sasse – yes

Davies – yes

Enter closed session at 10:20am

Motion by Jensen to reconvene in open session.

Second by Rengstorf

Vote taken by roll call:

Running – yes

Jensen – yes

Rengstorf – yes

Sasse – yes

Brefeld – yes

Davies – yes

Reconvene in open session at 11:10am

Jody announced that in closed session the board agreed to a 2% wage increase in the director's salary effective January 1, 2010.

Discussion on 2010 budget. Holly changed the file as the board viewed it via the projector. The board asked Holly to get an estimate of the cost of getting carpet runners. The board reserved the right to review and make amendments to the budget line in the future, depending on the cost of the runners.

Motion by Brefeld to approve 2010 budget as projected on the screen.

Second – Davies

Vote – unanimous

Next meeting date is set for Monday, November 9 at 6pm.

Motion to adjourn by Sasse.

Second – Jensen

Vote - unanimous