

**Winneconne Public Library Board of Trustees  
Meeting Minutes  
Saturday, October 9, 2010**

**Meeting called to order by President Jody Running at 9:04 am.**

**ROLL CALL**

Present: Jody Running, Jeff Jensen, Harvey Rengstorf, Sue Davies, Kathy Sasse, Andy Beiser

Absent: Mary Brefeld, Andy Boehnlein

Also Present: Holly Selwitschka

**MINUTES**

**Motion made by Rengstorf to approve the minutes from the September 11, 2010 meeting**

**Second: Jensen**

**Vote: Unanimous**

**SEPTEMBER 2010 VOUCHERS PAYABLE/FINANCIAL REPORT**

Holly pointed out the check that was received from Winnefox for fines that were deleted in May. The check covers fines that may otherwise have been collected over the course of a few years, so if the fine revenue is off for the next year or two, it is because of this lump sum payment.

Running asked about movie licensing. Holly explained that bill is for an annual license to publicly show unlimited movies that are licensed by that company.

Running asked about Unique Management. Holly explained that it is the service we use to collect on long overdue materials. Holly said that the number of referrals was unusually high this month and she will try to make an attempt to give people a courtesy call before they are sent on to collections. Jensen asked the percent of recovery and Sasse asked how many of the referrals were for children. Holly didn't have the numbers but agreed to bring a copy of the monthly report to the next meeting.

**Motion made by Jensen to approve payment of the September 2010 bills and financial reports.**

**Second: Sasse**

**Vote: Unanimous**

**REVIEW 2011 BUDGET PROPOSAL**

After some discussion, it was agreed to make changes to the equipment line and miscellaneous expenses. Equipment will drop from \$1,250 to \$250. The additional circulation station will be purchased with remaining funds from the 2010 budget. Miscellaneous expenses will decrease from \$1,750 to \$1,500. The total 2011 budget will be \$197,956, an overall increase of 4.65% from 2010. We will ask the Village for \$86,025.13, which is \$4,142.13 more than the Maintenance of Effort level.

**Motion made by Jensen to approve the 2011 budget as projected by Holly and Steve Volkert, with changes in equipment from \$1,250 to \$250 and Miscellaneous Expenses from \$1,750 to \$1,500.**

**Second: Sasse**

**Vote: Unanimous**

**PUBLIC PARTICIPATION**

None

## **DIRECTOR'S REPORT**

Holly told the board that she had completed reviews of 2 staff members. She will review Sheila at her 6-month anniversary and Marge's review is on hold until after she returns.

Holly shared information about Money Smart Week programs and her disappointment in the number of attendees. Although the attendance was very low, Holly still felt the programs were significantly important and plans to participate again next year. She also described other programs that the library will offer in October, including school visits and special Halloween story times.

Jensen asked if library use by patrons outside the system could be determined each month. Holly said that information is included in the annual report. Jensen wanted to know about billing other libraries for use. Holly explained that the only libraries we bill are libraries outside of the Winnefox Library System whose patrons use our libraries, and the amount is very little.

Holly shared a list of all the library policies that are currently in place and the last date they were updated. There was also a list of policies on the bottom of the sheet that Holly recommended we create. Running asked that Holly introduce one policy per meeting so that we can get them done.

Holly told the board that the Village would be holding a Shoo the Flu clinic that is open to the public at the municipal center on Monday, October 11 from 10am – 2pm and the Village pays for staff to receive the shots. She also informed the board of the Director of Public Work's new hours; he does not work on Fridays. Running pointed out that there was an error in the schedule of meetings for the upcoming year. Holly had typed 2010 for all the meeting dates. Running asked that the information be corrected and redistributed to Village board members so that there was no confusion.

Holly shared with the board her experience at the Winnefox Library Board System meeting and the discussion of the WALs fees. Holly believes that the structure of the annual WALs fee is significantly beneficial to the Winneconne Library. Sue Davies added that the 2011 Winnefox budget was passed but Winnefox staff will explore alternatives for spending and/ or billing in 2012.

## **OLD BUSINESS**

Hours of Operation – We will keep this on the agenda for November.

Tile Flooring – Holly got a second quote for flooring from Carpet Gallery in Oshkosh, which was significantly higher than the one we received from Creative Tile and Marble. The board will consider this issue again in November.

**Motion was made by Jensen to enter into Closed Session per WI State Statues Section 19.85(1)(c) to discuss the Annual Performance Review of Library Director.**

**Second: Sasse**

<b>Vote:</b>	<b>Running</b>	<b>Yes</b>
	<b>Jensen</b>	<b>Yes</b>
	<b>Rengstorf</b>	<b>Yes</b>
	<b>Sasse</b>	<b>Yes</b>
	<b>Davies</b>	<b>Yes</b>
	<b>Beiser</b>	<b>Yes</b>

The board entered closed session at 10:02am.

**Motion made by Rengstorf to re-enter open session at 10:16am.**

**Second: Sasse**

**Roll Call led by Jeff Jensen**

<b>Running</b>	<b>Yes</b>
<b>Jensen</b>	<b>Yes</b>
<b>Rengstorf</b>	<b>Yes</b>
<b>Sasse</b>	<b>Yes</b>
<b>Davies</b>	<b>Yes</b>
<b>Beiser</b>	<b>Yes</b>

**Motion made by Sasse to approve a 3% wage increase for Holly Selwitschka.**

**Second: Jensen**

**Vote: Unanimous**

**Motion made by Jensen to approve a 3% wage increase for library staff across the board.**

**Second: Sasse**

**Vote: Unanimous**

**Jensen made an amendment to his motion: To approve a 3% wage increase for all library staff across the board, including Holly, to be effective as of January 1, 2011.**

**Second: Sasse**

**Vote: Unanimous**

**ITEMS FOR NEXT MEETING AGENDA**

**Hours Survey**

**Tile Quote**

**2010 Budget Reconciliation, including accurate numbers for Utility projections**

**Purchase of a second circulation station**

**Create a budget committee**

**Strategic Plan discussion**

**Unattended Children Policy**

**Next Meeting date is set for Saturday, November 13<sup>th</sup> at 9am.**

**Motion made by Jensen to adjourn at 10:26 am.**

**Second: Sasse**

**Vote: Unanimous**