

Winneconne Public Library Board of Trustees

Meeting Minutes

Saturday, November 13, 2010

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

ROLL CALL

Present: Jody Running, Harvey Rengstorf, Sue Davies, Kathy Sasse, Mary Brefeld, Andy Boehnlein

Absent: Jeff Jensen, Andy Beiser

Also Present: Holly Selwitschka, Jean Thyssen

MINUTES

Motion made by Rengstorf to approve the minutes from the October 9, 2010 meeting

Second: Sasse

Vote: Unanimous

OCTOBER 2010 VOUCHERS PAYABLE/FINANCIAL REPORT

Holly informed the board of a revision to the bills. There were two months of charges for Bay Towel for cleaning the carpet runners rather than one month, so \$25.16 needed to be added to that item, creating a total bill for \$50.32 in the cleaning item line and an overall total of \$12,804.36. Also, there was an accidental omission in the revenue report: the library had received \$150 in grant money from Winnefox for the library director to attend the Wisconsin Library Association conference early in November.

Rengstorf asked about the YMCA bill. Holly said that it was a payment for a field trip to second graders at the elementary school who'd earned it as an incentive for having the highest collaborative number of minutes read throughout the summer.

There was also some discussion about the rate of payment for employee benefits.

Motion made by Brefeld to approve payment of the October 2010 bills and financial reports with the addition of \$25.16 to the bills for Bay Towel and \$150 in revenue from the Kay Swan Grant.

Second: Davies

Vote: Unanimous

REVIEW and APPROVE REVISED 2011 BUDGET PROPOSAL

Holly informed the board members that after the budget review before the last Village Board Meeting, Steve Volkert had asked each department head to find as many ways as possible to cut back their budgets one more time. Holly cut back as many of the lines as she could to the amounts the library operated at in 2010. Per Volkert's request that all expenditures be taken from specifically described accounts and a conversation with Chris Hardy, the budgeted allocations for work done by public service employees were moved from the Miscellaneous Expenses line and combined into Building Upkeep and Maintenance and increased from the proposed \$2900 to \$3200. Bits of the \$300 difference were moved from other budget lines so that not a large amount was taken from one line alone and so that the total request of the Village did not increase.

A discussion was had about what was to be done if the library did not receive the full amount request of Village. Holly encouraged the Board members to attend the Village Board meeting on Tuesday to show their support of library funding.

Motion made by Sasse to approve the budget proposal for 2011 and request funding from the Village Board in the amount of \$86, 875.13.

Second: Sasse

Vote: Unanimous

PUBLIC PARTICIPATION

None

DIRECTOR'S REPORT

Holly asked Board members their opinion on holding a Food for Fines campaign. The board agreed that it was a good idea. Holly also informed the board of her intention to hold a gently used children's book sale again this year in conjunction with the Holiday Faire, to benefit the Christmas Crusade. The board members agreed with that, also.

Holly introduced the Unattended Children Policy.

Motion made by Brefeld to adopt the Unattended Children Policy.

Second: Sasse

Vote: Unanimous

Holly informed the board that the circulation system will be down December 7, 8, 9 because Winnefox is replacing the server.

OLD BUSINESS

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

Tile Flooring – Since it is not likely that there will be money in the budget for this, we will have to put this project on hold.

Holly asked that the creation of a budget committee be put on the agenda again for next month.

Strategic Plan – Holly will draft a working copy for review at a separate meeting in January.

ITEMS FOR NEXT MEETING AGENDA

Hours Survey

2010 Budget Reconciliation, including accurate numbers for Utility projections

Create a budget committee

Strategic Plan discussion

Holiday Hours

Next Meeting date is set for Saturday, December 11th at 9am.

Motion made by Sasse to adjourn at 9:55 am.

Second: Rengstorf

Vote: Unanimous