

**Winneconne Public Library Board of Trustees  
Meeting Minutes  
Saturday, December 11, 2010**

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

**ROLL CALL**

Present: Jody Running, Jeff Jensen, Kathy Sasse, Sue Davies, Harvey Rengstorf, Mary Brefeld, Andy Beiser, Andy Boehnlein (arrived at 9:01)

Absent: None

Also Present: Steve Volkert, Holly Selwitschka, Tracy Aerts, Jean Thyssen

**MINUTES**

**Motion made by Rengstorf to approve the minutes from the November 13, 2010 meeting.**

**Second:           Brefeld**

**Vote:               Unanimous**

**NOVEMBER 2010 VOUCHERS PAYABLE/FINANCIAL REPORT**

Holly mentioned we received the 3<sup>rd</sup> quarter online payment. This payment is not as much as a previous payment as it was only one quarter of payment instead of two quarters. Holly suggested that the remaining funds in the book budget could be used towards replacing carpet with tile in the high traffic areas of the library. It was decided to hold off on purchases for the rest of the year and instead, carry any remaining funds over to the next year. There was also a discussion about the \$578.90 carryover for a projector. Jeff recommended shopping around for a better price before purchasing the projector.

**Motion made by Sasse to approve payment of the November 2010 bills and financial reports.**

**Second:           Brefeld**

**Vote:               Unanimous**

**REVIEW 2011 BUDGET**

Holly mentioned that the 2011 Operating Budget was approved by the Village Board. She indicated that we were well represented at the annual budget hearing in support of the library.

**PUBLIC PARTICIPATION**

None

**DIRECTORS REPORT**

Holly highlighted that we partnered with the Historical Society for the Holiday Faire on December 4, 2010. Many positive comments have been made about the event. We are holding the Christmas Lock-in on December 23<sup>rd</sup>.

Stats – nothing major to report. Holly also informed the board that we had our computer upgrade this past week and everything went very smoothly. Holly mentioned that Harvey asked about joint libraries and Holly provided information to the Board for a possible discussion at a later date.

**CLOSED SESSION**

**Motion was made by Jensen to enter into Closed Session per WI State Statues Section 19.85(1)(C) to discuss personnel matters.**

**Seconded by Brefeld.**

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

**The board entered closed session at 9:21 am.**

**Motion made by Jensen to re-enter open session at 9:58 am.**

**Seconded by Sasse.**

**Roll Call led by Jean Thyssen**

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

**APPROVE REVISION OF PART-TIME LIBRARY CLERK AND SEASONAL PART TIME LIBRARY CLERK JOB DESCRIPTIONS.**

Holly mentioned that she added the At-Will Employee and indication on the job description of a six month probationary period to the job descriptions. After some discussion and a few more recommendations for other corrections, it was decided that the corrections will be made and voted on at the January meeting.

**REVIEW LIBRARY OPEN HOURS SURVEY**

Holly had emailed the current results of the survey to the Board Members. Jeff mentioned that he noticed the response to having the library open on Saturday's at 9AM. This matter will be discussed more at a later date.

**SET INITIAL MEETING DATE FOR STRATEGIC PLAN**

The first meeting for the Strategic Planning Committee will be held on January 17, 2011 at 6:30. Jody mentioned that Holly will be bringing some ideas to that meeting. Steve Volkert suggested the Holly get the paperwork to committee members well before the meeting date, to give everyone a chance to look it over and help the process go along smoothly.

**CREATE BUDGET COMMITTEE**

A committee consisting of Harvey Rengstorf, Kathy Sasse, Holly Selwitschka and Jean Thyssen has been formed to help assist with upcoming budgets.

**SET HOLIDAY HOURS FOR 2011**

Holly presented the Holiday Schedule for 2011 – the library will be closed on the following days.

- Saturday, January 1, 2011      New Year’s Day
- Friday, April 22, 2011      Good Friday
- Monday, May 30, 2011      Memorial Day
- Monday, July 4, 2011      Independence Day
- Saturday, July 16, 2011      Sovereign State Days
- Monday, September 5, 2011      Labor Day
- Thursday, November 24, 2011      Thanksgiving
- Saturday, December 24, 2011      Christmas Eve
- Monday, December 26, 2011      Christmas Day Observed
- Saturday, December 31, 2011      New Year’s Eve

**Motioned made by Sasse to approve the 2011 Holiday Schedule as listed above.**

**Second:            Brefeld**  
**Vote:              Unanimous**

**ITEMS FOR NEXT MEETING AGENDA**

- Hours Survey**
- Revision of Job Descriptions**
- Closed Session for any discussion about personnel matters**

**Next Meeting date is set for January 8<sup>th</sup>, 2011 at 9am.**

**Motion made by Sasse to adjourn at 10:20 am.**

**Second:            Jensen**  
**Vote:              Unanimous**