

Winneconne Public Library Board of Trustees

Meeting Minutes

Tuesday, December 13, 2011

Meeting called to order by President Jeff Jensen at 6:00pm.

ROLL CALL

Present: Jeff Jensen, Mary Brefeld, Kathy Sasse, Joe Hoenecke, Gregg Witte, Laurel Smaglik, Lauren Cottrell, Andy Boehnlein

Absent:

Also Present: Holly Selwitschka

MINUTES

Motion made by Brefeld to approve the minutes from the Wednesday, November 16, 2011 meeting as is.

Second: Sasse

Vote: Unanimous

NOVEMBER 2011 VOUCHERS PAYABLE/FINANCIAL REPORT

Holly passed out an updated bill list, as a number of additional bills had arrived since the packet was mailed. She explained the YTD status of the budget. \$2,000 remains in the book budget. Holly said that she would focus on 2 materials projects from now to the end of the year: replacing old non-fiction VHS tapes with newer non-fiction dvd titles and purchasing ebook readers to circulate. After some discussion, it was decided that the library may be able to purchase as many as 10 basic ebook readers for approximately \$1,000. Holly also informed the board that the fourth quarter levy payment had been received from Winnefox, and money was used from the checkbook to purchase a new digital camera from the donation made to the library in October by Midwest Specialty.

Motion made by Smaglik to approve payment of the October 2011 bills and financial reports.

Second: Brefeld

Vote: Unanimous

PUBLIC PARTICIPATION

None

WELCOME NEW BOARD MEMBER, GREGG WITTE

Jeff Jensen introduced Gregg Witte and explained to the current board members Witte's past experience as a library board member. Gregg mentioned that he was happy to serve the community in this manner to try to improve the quality of life for residents of Winneconne.

ELECT VICE-PRESIDENT

Jensen opened the floor for nominations.

- Sasse nominated Witte for Vice-President. Witte declined.
- Witte nominated Sasse for Vice-President. She accepted. Nomination seconded by Hoenecke.

Jensen called three times for other nominations. Hearing none, Jensen closed the floor to nominations and a vote was taken via roll-call:

Brefeld Yes

Hoenecke Yes

Sasse Yes

Witte Yes

Smaglik Yes

Jensen Yes

DIRECTORS REPORT

Statistics – Holly reminded the board that her goal for the year was to increase usage statistics by 3% over the average of the past three years. She reported that patron count had increased by 10% and circulation had increased by 4.5% over the average of the past three years.

Programming – Holly described the success of the Holiday Faire for the library, the Friends of the Library and the Historical Society to the board. It was a well-run and well-attended event, as well as a good fundraiser for the Friends and the Historical Society.

Personnel Updates – Holly informed the board that Marge Tomsovic had decided to try the on-call position.

Bylaw Changes – Jensen questioned the process for a Superintendent’s representative to be appointed to the board. He did not think it was necessary for the Village Board to approve the appointment. Holly agreed to check on this wording. Also, Holly asked about the section on attendance whether library board members should report to her or to Jeff of planned absences. Jeff suggested that it be worded as the members should report to the President or the Secretary. Additionally, he requested that meeting notices be sent to library board members via Outlook or Google calendar invites. The board members concurred that calendar invites are a good idea.

Highlights from the Village Board Meeting – Holly informed the board that the Village Board had passed an ordinance disallowing anyone to carry a concealed weapon in a public building within the Village. Because it is a Village ordinance and we rent space from the Village, the board does not need to do anything to approve the measure. The Police Chief is ordering the signs that must be posted and he will determine where they will need to be posted. Also, Holly informed the board that 2 officers will be receiving longevity rewards, and a public works employee of 39 years will be recognized by the Village Board at their next meeting.

Highlights from the Village Department Heads Meetings – Holly told the board that the library will participate in the Village job fair being held this Thursday at the high school

Village – supported email addresses – Jensen introduced the idea of created Village-supported email addresses to the library board and asked them to consider the option. He will speak with John Bartow to see if he may be willing to talk with the board at a future meeting about their concerns and answer questions about how it would work.

Update on Strategic Plan – Holly asked the board to consider volunteering to serve on a focus committee to help her make decisions on the direction she should take with certain goals in the strategic plan. She names the technology goal as the primary example. She told the board that the technical college will conduct a survey for the library next fall to help guide the progress of the plan and the goals; however, she would like some input between now and the time the survey is complete so that technological developments are not put on hold for the next year. She also asked the board to consider helping to come up with ideas for the library’s 100-year anniversary in 2013, for which she would like to start planning in 2012. Finally, Sasse reminded the board that Rengstorf had served on the Finance Committee and would need to be replaced. Jensen asked Holly to add that as an item on the agenda for the next meeting.

Articles – Holly reported that an article with pictures had been printed in the Winneconne News recently. Also, in the Thanksgiving edition, the library had been listed as one of the things for the Village to be thankful for.

Correspondence – Holly shared correspondence from Mark Arend regarding changes to the Winnefox System board make-up, a thank you from Mrs. Smaglik, a report from Unique Management, and an invitation to board members to attend Trustee 101 in Omro on Monday, February 27 at 5pm.

CLOSED SESSION

Motion was made by Witte to enter into Closed Session per WI State Statutes Section 19.85(1)(C) to discuss the annual performance review of the library director.

Seconded by Sasse.

Roll Call led by Holly Selwitschka

Vote:	Jensen	Yes	Witte	Yes
	Brefeld	Yes	Smaglik	Yes
	Sasse	Yes		
	Hoenecke	Yes		

The board entered closed session at 6:50pm.

Motion made by Witte to re-enter open session at 7:50pm.

Seconded by Hoenecke.

Vote:	Jensen	Yes
	Brefeld	Yes
	Sasse	Yes
	Hoenecke	Yes
	Witte	Yes
	Smaglik	Yes

Motion made by Witte to approve part-time library staff wage increases with a cap of 2% and a wage increase for the library director at a rate of 3%, effective January 1, 2012.

Second: Brefeld

Vote: Unanimous

NEW BUSINESS

100th Year Anniversary Celebration Planning

OLD BUSINESS

Memorial for Harvey Rengstorf – Holly presented the information about the plaque that Jean and she had researched. Based on the information given, the board agreed to order the plaque from CJ's Trophy, in a similar format as the plaque for Geraldine Driscoll that is already hanging in the library. The wording should mention Harvey's many years of service for the library. Jensen recommended that Holly contact the family and hold a service for the dedication of the plaque and invite the Winneconne News to cover the ceremony with a feature story.

ITEMS FOR NEXT MEETING AGENDA

Library Board By-laws

Policy on Circulating ebook devices

Board Member emails

Finance Committee, 100 year Anniversary Planning Committee and Strategic Plan Focus Group appointments

Next Meeting date is set for January 9, 2011 at 6pm.

Motion made by Brefeld to adjourn at 8:15pm.

Second: Sasse

Vote: Unanimous