

Winneconne Public Library Board of Trustees

Meeting Minutes

Tuesday, July 12, 2011

The meeting was called to order by Vice-President Jeff Jensen at 6:01pm.

ROLL CALL

Present: Jeff Jensen, Kathy Sasse, Harvey Rengstorf, Joe Hoenecke, Laurel Smaglik, Mary Brefeld, Lauren Cottrell, Andy Boehnlein (arrived at 6:35)

Absent: Jody Running

Also Present: Holly Selwitschka

MINUTES

Hoenecke questioned how specifically the reason needed to be stated on the agenda for going into closed sessions. Holly said that the reason for closed session had to be specifically stated on the agenda, but agreed to double check with Steve about how to word closed sessions on future agendas.

Motion made by Rengstorf to approve the minutes from the June 14, 2011 meeting.

Second: Hoenecke

Vote: Unanimous

JUNE 2011 VOUCHERS PAYABLE/FINANCIAL REPORT

Rengstorf asked Holly to explain budget item lines that had been expended more than 100% already. Holly talked about Contract Services (WALS fee is the majority of that line and is paid in one lump sum at the beginning of the year, and the number of people referred to the collection agency is difficult to project), Printing and Publishing (the line was over because we purchased nametags for staff, but most of the expenditures for this line are provided by Winnefox and are included in the WALS fee), and in Miscellaneous, Holly did not expect to have any more expenditures from that this year. Jensen asked about Unique Management and how successful the company has been at recovering lost items or receiving payment for lost items. Holly said she would bring a summary to the next meeting.

Motion made by Brefeld to accept the report as presented and approve payment of the June 2011 bills and financial reports.

Second: Rengstorf

Vote: Unanimous

PUBLIC PARTICIPATION

None

DIRECTORS REPORT

Programs –Holly reported that summer programs are going well. She described the activities the library has planned for Sovereign State Days and invited board members to walk along with the library in the parade.

Policies – Holly presented the Collection Development Policy and mentioned that there was a line about donations, but a separate Gifts and Donations Policy will need to be created.

Motion made by Sasse to approve the Collection Development Policy.

Second: Brefeld

Vote: Unanimous

Website Review and Update - The new website has been launched.

Village Board Meeting – Holly told the board that Chris Hardy of Public Works has received a grant from the Oshkosh Area Community Foundation to replant trees in the village that are native to the environment. The Teen Service League is considering doing a fundraiser to help raise money for the purchase of trees to help match the grant Chris was awarded.

Department Heads – Steve had asked all department heads to come up with a list of capital improvement projects for the next five years. There was some discussion and ideas submitted included better signage on Main Street, painting, carpet replacement, computer replacements, refinishing the wood floor in the alcove, and fixing the leaking windows. Holly will talk with Steve about this.

Correspondence – Correspondence shared included memos from Mark Arend about WALs fees and crossover borrowing and a thank you note from Jean Thyssen for the gift of a bush in memory of her mother who recently passed away.

OLD BUSINESS

Review Library Open Hours Survey – The board decided to table this discussion until October, rather than keeping it on the agenda each month with no action taken.

ITEMS FOR NEXT MEETING AGENDA

A new library policy

2012 Budget draft

Update from Finance Committee Meeting to be held Wednesday, August 3 at 10am

Closed Session to discuss an employment agreement for Holly

CLOSED SESSION

Motion was made by Rengstorf to enter into Closed Session per WI State Statues Section 19.85(1) (C) to discuss an employment agreement for the library director.

Seconded by Hoenecke

Roll Call led by Holly Selwitschka

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

The board entered closed session at 6:28pm.

Motion made by Rengstorf to re-enter open session at 6:49pm.

Seconded by Brefeld

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

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

Motion made by Sasse to adjourn at 6:50pm.

Second: Brefeld

Vote: Unanimous