

Winneconne Public Library Board of Trustees
Meeting Minutes
Saturday, August 14, 2010

Meeting called to order by Vice-President Jeff Jensen at 9:03 am.

ROLL CALL

Present: Jeff Jensen, Harvey Rengstorf, Sue Davies, Mary Brefeld
Absent: Jody Running, Andy Beiser, Kathy Sasse, Andy Boehnlein
Also Present: Holly Selwitschka, Jean Thyssen

MINUTES

Motion made by Brefeld to approve the minutes from the July 10, 2010 meeting.

Second: Rengstorf

Vote: Unanimous

JULY 2010 VOUCHERS PAYABLE/FINANCIAL REPORT

There were a number of questions about the current status of our monthly financial report. Jeff inquired about the amount that we will be over in the telephone budget line. Holly explained that when the budget was figured for this year; it was figured based on a quote from Charter. The conversion over to Charter did not take place until March of 2010 which resulted in an overage of funds being spent. Also the quote that was provided was based upon one line and at that time we had two lines, which also resulted in an overage of this line.

Another question concerned the contract services and publishing/printing line. One of the unexpected costs was the costs of the Personnel Manual that we had prepared by CMYK. It was suggested that we distribute those types of documents through email versus having the costs of printing.

Jeff also questioned the amount of overage in the miscellaneous expenses. Holly explained that payment for the new shelving unit came out of the miscellaneous, but money was carried over for that purpose. Holly will adjust the line to reflect the carry-over funds for the next meeting to show a more accurate picture of exactly what is left in that line.

Also there was question about the expense to the Tundra Lodge and it was explained that this was a prize for the Summer Reading Program. Harvey questioned, with all these overages, whether there be enough money at the end of the year. Holly explained that taking into consideration all the projected expenses for the remainder of the year; there should be a remaining balance of approximately \$2,900 the end of the year.

Motion made by Rengstorf to approve payment of the July 2010 bills and financial reports.

Second: Brefeld

Vote: Unanimous

2011 BUDGET PROPOSAL

Holly presented the first draft of the 2011 Budget. She explained that this is just the beginning of the process and there are areas that she knows can be cut. Questions were presented about the amount of wage increase for next year. Holly explained that she did a comparison with other libraries that are equal in size and have more staff; she will be requesting the possibility of adding staff during the 2011 Budget year. Harvey questioned the amount for the telephone line and Holly explained that we need to add into our budget one-third of the cost for the phone in the elevator. Jeff questioned the increase in the miscellaneous line and once again Holly explained that this is to cover the costs that we accumulate because of having the public work employees assisting us with tasks in the library. Once again Holly explained that this was just the first draft and the final budget did not need to be approved until October.

PUBLIC PARTICIPATION

None

DIRECTOR'S REPORT

Holly reported that the Village Board had approved the Net Lender Payment from Winnefox as a restricted donation for future use. She also shared with the Board that the stats for July have shown that we have been very busy. The only thing with the stats is the low number for the OPAC (online public access catalog) usage; the reason for this is that the staff has been so busy to keep accurate records of the use of those computers. Holly also informed the Board that the mural has been hung. Holly also shared everything that she had from the Winnefox fine error.

STAFF ISSUES

Because of staff shortages and personnel issues, Holly has requested that she hire a new staff member to help as needed during the summer hours and also to fill in for staff absences during the rest of the year. The substitute clerk would work approximately 10 hours per week, and more as needed to fill in for illnesses and vacations.

Motion was made by Brefeld to approve the creation of a position for a Seasonal Part-Time Clerk, approve the Seasonal Clerk's job description with corrections, and to set the starting wage for the Seasonal Clerk at \$9.50 per hour.

Second: Davies
Vote: Unanimous

PERSONNEL POLICY

A copy of the Personnel Handbook was included in the Board Packet. Holly also enclosed an addendum that included two additions to the Personnel Policy that the Village Board was considering adopting: personal cell phone usage and personal use of computers.

Motion was made by Rengstorf to approve the Personnel Policy along with the addendums.

Second: Brefeld
Vote: Unanimous

OLD BUSINESS

Holly shared that we have collected over 100 responses in reference to the survey for the library hours. Due to all the other uncertainties at this time, it was decided that we will have a discussion about the results at an upcoming meeting.

NEW BUSINESS

Holly reported that she contacted Creative Tile for a quote to replace the carpet in the high traffic area in the library with tile; however, she has not gotten a response from him at this time. She will bring that to the next meeting along with an additional quote from another provider.

ITEMS FOR NEXT MEETING AGENDA

2011 Budget

Revised Job Description for new position – Seasonal Part-Time Clerk

Meeting Times

Quotes for new tile flooring in library

Next meeting date is set for Saturday, September 11, 2010 at 9 am.

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

Second: Rengstorf
Vote: Unanimous