

## Winneconne Public Library Board of Trustees

Meeting Minutes

Saturday, March 14, 2009

Meeting called to order by Vice-President Jeff Jensen at 9:00am.

### **ROLL CALL**

Present: Jeff Jensen, Gregg Witte, Mary Brefeld, Harvey Rengstorf, Kathy Sasse, Sue Davies and Andrew Boehnlein

Absent: Jody Running

Also Present: Holly Selwitschka

### **MINUTES –**

Jensen noted a correction to change the date of the minutes as it appears on the agenda from February 17 to February 14.

Motion made by Brefeld to approve the minutes from February 14, 2009.

Second – Witte

Vote – Unanimous

### **PUBLIC PARTICIPATION - None**

### **FEBRUARY VOUCHERS PAYABLE/FINANCIAL REPORT**

Motion made by Brefeld to approve payment of the February vouchers and accept the financial report as it is.

Second – Sasse

Vote – unanimous

### **DIRECTOR'S REPORT**

#### **2009 LIBRARY BUDGET**

Holly showed the 2009 library budget spreadsheet with bills to date, including expenditures, revenues and a petty cash expense report. No Action was taken. Jensen suggested that the budget report be included with the vouchers/ financial report in the agenda.

#### **CIRCULATION POLICY**

Holly asked if there were questions/ suggestions regarding the revised circulation policy. There were no comments from the board members. Holly said that she wanted to go over it one more time with library staff before having the policy approved by the board. It will appear for action on the next agenda.

#### **LIBRARY BOARD BYLAWS**

Jensen shared the current copy of the board's bylaws. This will appear on the agenda for discussion at the next meeting.

#### **MISCELLANEOUS REPORT S**

**Programming** – Holly briefly highlighted the upcoming events in April which include many things happening during National Library Week. She described the Very Hungry Caterpillar 40<sup>th</sup> Birthday Party and the first basic computer course for adults.

**Summer Library Schedule** - Holly shared the schedule for regular events that are part of the summer reading program. She also shared the summer staff schedule and commented that in addition to staff and volunteers the library may need to hire a part-time page position for 10 hours a week. Board members suggested that Holly look into getting volunteers from the high school to fill the duties of the page position in exchange for community service hours or possibly even extra credit. Holly agreed to look research the possibilities. Holly mentioned that the library will have a float in the Sovereign State parade

and there was discussion about whether or not to have the library open. The board leaned toward having the library open that day. Holly will discuss with library staff how much involvement to have in Sovereign State Days and report to the board at the next meeting.

**Statistics** – Holly corrected a statement she had made in January that we had seen more than 1,000 more patrons in January of 2009 than we had in January of past years. Upon further research, it seems that she had used the wrong numbers to come up with that figure. The actual figured showed that we were only about 400 higher than in the past, which remained consistent in February. Holly also informed the board that the computers have been getting heavily used and often there is a waiting list to use them. The board asked that the next computer be purchased by May and available to the public by the beginning of June. There was also some discussion about children’s computers.

**Village Board Meeting** – Holly shared the village’s capital improvement plan with the board. The only item on the plan that directly affects the library is the carpet replacement which is scheduled for 2010. Jensen noted that our portion of the cost would amount to approximately \$8,500 and that we should be sure to account for that when we develop the budget for 1020.

**Director’s Activities** – Holly spent February writing policies, helping patrons, planning and implementing programs, and completing operational tasks.

**Articles** – Holly shared the second installment of the Library Lowdown.

**Correspondence** – Holly shared the letter she had written to the Friends of the Library, thanking them for the donations of time and money that they’ve given to the library. Also, she shared a letter to the parents of preschool children who will attend the kindergarten round-up on March 30. The Friends of the Library will distribute the letters and a summer reading program flyer with a bag of goodies they put together to approximately 200 families.

## **OLD BUSINESS**

**Carpet Cleaning** – Holly shared a third estimate for carpet cleaning with the board from Fox Cities carpet cleaning. Since this was the lowest estimate, Holly told the board that this is the company we will get to clean the carpets in April or May – after the snow has melted. Fox Cities was referred to Holly by Steve Volkert.

**Coughlin Room Insurance Assessment** – Holly has the name of a person who may be able to provide a second estimate for the assessment and is waiting to hear from him. The money from being a net library should arrive in April. That money may be used to pay for the assessment.

**Emergency Procedures** – Peter Running revised the rough draft of the emergency evacuation plan and map that Ryan Krings had put together. Running’s map is more detailed and includes written descriptions for emergency procedures. It is still a rough draft. The board asked Holly to check with Pete to see if she could get the final revision before April so that emergency procedures may be posted in time for the National Severe Weather month. Jensen suggested that the routes be drawn in color to draw attention to them.

## **NEW BUSINESS**

- Summer staff schedule, discuss volunteers vs. part-time page
- Changing library opening time from 10:00 to 9:00

## **CLOSED SESSION**

Witte motioned for the board to enter into closed session per WI STATE STATUTES SECTION 19.85(1)(c) to discuss terms of a 6-month performance review of the library director.

Seconded by Brefeld

Vote was taken by roll call:

Jensen - Yes

Witte – Yes

Brefeld – Yes

Rengstorf – Yes

Sasse – Yes

Davies – Yes

Library board entered closed session to discuss terms of director's evaluation at 9:40am. Holly left the room.

Motion made by Witte to reconvene in open session at 9:51 am. Brefeld seconded the motion. Vote was taken by roll call.

Jensen – Yes  
Witte – Yes  
Brefeld – Yes  
Rengstorf - Yes  
Sasse – Yes  
Davies - Yes

Holly came back to the meeting.

Jensen told Holly that the board decided that the 6-month performance review would take the form of a letter of evaluation that described how the board feels about Holly's performance to date. At her one year anniversary in late September, Holly will be given a more formal evaluation of her work.

Jensen asked that Holly reduce the size of the board packets sent out each month and give the board members only the necessary paperwork, which should include the agenda, financials, minutes and director's report. All other information should be presented at the time of the board meeting, but it is unnecessary to share copies of everything with each member of the board. Each member of the board agreed with Jensen's suggestions. Holly agreed to contact Running to see if she would like abbreviated packets, also.

The next meeting will be April 18 at 9am. Jensen will not be present. In May or June, the board will discuss changing the dates of meetings from Saturdays to another time.

**ADJOURN** - 10:06 am

Motion – Rengstorf  
Second – Sasse  
Vote – Unanimous