

Winneconne Public Library Board of Trustees

Meeting Minutes

Saturday, April 18, 2009

Meeting called to order by President Jody Running at 9:01am.

ROLL CALL

Present: Jody Running, Gregg Witte, Mary Brefeld, Kathy Sasse, and Sue Davies

Absent: Jeff Jensen, Harvey Rengstorf and Andrew Boehnlein

Also Present: Holly Selwitschka, Jean Thyssen

MINUTES –

Running asked that a typo be corrected at the bottom of the first page (“r0esearch” spelled incorrectly)

Motion made by Brefeld to approve the minutes from March 14, 2009 with the correction requested.

Second – Witte

Vote – Unanimous

PUBLIC PARTICIPATION - None

MARCH VOUCHERS PAYABLE/FINANCIAL REPORT

Holly pointed out in the revenue report that the library had received a refund from ProQuest for the remainder of the Heritage Quest subscription that was taken over by Winnefox, and a \$20 donation given to the library in memory of Gordon Wentzel. A question was raised about the programming expenses reimbursed to Holly and Jean. Jean clarified that the expenses were reimbursements for supplies needed for programs that she and I had originally paid for.

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

Second – Sasse

Vote – unanimous

DIRECTOR’S REPORT

CIRCULATION POLICY

Holly discussed the changes made from the first draft of the circulation policy. There was a discussion about including the library’s hours of operation and it was decided to include them. Brefeld asked about letting people know about the policy to avoid problems that may arise from patrons not being well-informed. Holly said that there would be a bookmark bulleting the essential facts regarding the policy. The bookmarks will be handed out to each new patron and be available to all patrons. Running suggested that we have a script for staff to follow when opening a new card to be sure that no important points are missed. Witte brought an old manual of library policies and paperwork. He thought that many of the policies that I couldn’t find were located in the binder and suggested that we revise old policies already in place, rather than creating new ones, when the old policy can be found. The circulation policy with revisions discussed will appear on the agenda for approval during the next board meeting.

LIBRARY BOARD BYLAWS

Holly agreed to update the outdated information in the bylaws and bring it to the next meeting for the board to discuss.

MISCELLANEOUS REPORT S

Programming – Holly showed a slide show of pictures taken during various library events in April.

Jean and Holly briefly summarized the April programs. There was some discussion about being

involved with the Chamber's car show June 6. Running suggested that we show the movie, "Cars" and have the Friends run their book sale that day. Jean and Holly agreed to that.

Sovereign State Days – A discussion was had about the best way for the library to participate in Sovereign State Days. The library staff, board members and Friends will ride in a float during the parade and the library will coordinate an activity with Building the Way and hand out library information during that activity. We will organize a meeting to plan float details soon.

Motion made by Witte to close the library on Saturday, July 18, for Sovereign State Days.

Second – Brefeld

Vote – unanimous

Statistics – Statistics continue to be consistently and significantly higher than they were at this time last year.

Village Board Meeting – Holly told the board that the library board meeting minutes and agendas will be posted on the village's website.

Village Department Heads Meeting Highlights – Holly shared with the board that the Public Works director had resigned.

Director's Activities – Holly told the board that she had started a course called "Planning the Library Budget" and that staff members are registered for upcoming workshops.

Articles – Holly shared the third installment of the Library Lowdown and commented on the number of articles recently printed in the paper about the library.

Correspondence – Holly sent a thank you card to the Friends of the Library for the children's computer desk and a request for a donation to the Men's Club to purchase a new children's computer.

OLD BUSINESS

Carpet Cleaning – Holly reported that Fox Cities carpet cleaning is scheduled to clean the carpets Saturday, May 2 at 1:00.

Coughlin Room Insurance Assessment – Nothing new.

Emergency Procedures – Emergency procedure maps were printed with color arrows and have been placed at strategic points around the library.

NEW BUSINESS

The board discussed changing library opening time from 10:00 to 9:00. Running asked for clarification of the reasons. Holly said that we have been having patrons come into the library before 10:00 regularly and have had people waiting in the hallway to enter when the doors open at 10:00. The board had discussed the possibility of extending hours in previous meetings. Holly said that because of the pre-open traffic in the mornings, it is better to extend hours earlier, rather than later – especially because most Thursday evenings, when we are open late, do not draw in a lot of people.

Motion by Witte to extend library hours to open at 9:00am for the summer season, Memorial Day through Labor Day.

Second – Brefeld

Vote – unanimous

Discussion of summer volunteers and summer board meeting scheduled was postponed until the next meeting, at which time Holly will also bring a rough draft of a volunteer policy to the table for discussion.

CLOSED SESSION

Witte motioned for the board to enter into closed session at 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:

Running- Yes

Witte – Yes

Brefeld – Yes

Sasse – Yes

Davies – Yes

Library board entered closed session to discuss director's 6-month performance evaluation at 10:00am.

Motion made by Sasse to reconvene in open session at 10:21 am. Witte seconded the motion. Vote was taken by roll call.

Running – Yes

Witte – Yes

Brefeld – Yes

Sasse – Yes

Davies - Yes

Holly re-entered the meeting.

A discussion was had about Holly's review. Running summarized the review, and Witte described the review process and criteria. The other board members agreed with the comments made. A more formal review will be done at the director's one-year anniversary, at which time a salary increase may be considered.

Running acknowledged that this was Witte's final board meeting and sincerely thanked him for his service.

The next meeting will be May 16at 9am.

ADJOURN - 10:38 am

Motion – Witte

Second – Davies

Vote – Unanimous