

## **Winneconne Public Library Board of Trustees**

Meeting Minutes

Saturday, May 16, 2009

Meeting called to order by President Jody Running at 9:00am.

### **ROLL CALL**

Present: Jody Running, Kathy Sasse, Sue Davies, Jeff Jensen, and Harvey Rengstorf, Gregg Witte

Absent: Mary Brefeld, Sherry Livingstone, and Andrew Boehnlein

Also Present: Holly Selwitschka, Jean Thyssen

### **MINUTES –**

Motion made by Sasse to approve the minutes from April 18, 2009.

Second – Davies

Vote – Unanimous

### **PUBLIC PARTICIPATION - None**

### **MARCH VOUCHERS PAYABLE/FINANCIAL REPORT**

Holly pointed out that the carpet cleaning was completed and payment noted in a different section because the money was carried over from 2008 funds.

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

Second – Sasse

Vote – unanimous

### **ELECTION OF OFFICERS**

Secretary – discussion on the fact that the current board had never had a secretary and the director has always taken the minutes as far as the board can remember, except during closed sessions where other board members have filled in as needed. An office of secretary is listed in the bylaws, which we are currently revising.

Running nominated the library director or assistant director to take minutes at meetings. Motion by Sasse.

Second – Jensen

Vote – Unanimous

Motion by Witte to nominate Jensen as Vice-President of the Library Board of Trustees. Jensen accepted.

Second – Sasse

Vote – Unanimous

Motion by Jensen to nominate Running for President of the Library Board of Trustees. Running accepted.

Second – Witte

Vote – unanimous

### **DIRECTOR'S REPORT**

#### **CIRCULATION POLICY**

Holly agreed to add information about the circulation of reference material and materials and the use of the Coughlin Room. A discussion was had about the circulation policy and how allowing children to check out movies might be controversial. Holly agreed to ask other libraries about problems they have with kids checking out movies. Specifically, what is done with kids who use other's cards to check out movies when they don't have permission and what is done about it or who is responsible if that happens.

- ✓ A statement will be added to the circulation policy that says that library cards may be revoked if privileges are abused. This statement should appear in **BOLD** lettering.
- ✓ Holly will develop a script for staff to cover when issuing new cards, especially to minors, so that parents are verbally informed of their responsibilities over their child's library privileges.
- ✓ We advertise the changes made to the policy, and every patron will sign the new registration card saying that they understand and agree to the circulation policy as cards expire and must be updated.

## **LIBRARY BOARD BYLAWS**

Suggested changes to bylaws:

- ✓ Take out secretary position and have director be in charge of taking minutes?
- ✓ Meeting hours and dates are to be determined by the current board.
- ✓ Strike the statement about having the Village Board President's appointments approved by the Village Board. (Holly will confirm what the law states about appointing library board members, Jensen thought it was the sole discretion of the village president. If so, this statement about approval of appointments is not necessary.)

## **SUMMER READING PROGRAM**

Jean jumped in (because she had to leave to open the library) to share information about the summer reading program and how some things will be done differently this year. She shared flyers she had created. The board complimented her on a job well-done.

## **VOLUNTEER POLICY**

Change statement about volunteer background checks from "may require" to "requires". High School volunteers working for community service hours will be excluded from background checks. Background checks will be paid by the library. Holly will check into the cost of these and get a form from Chief Running.

## **SUMMER VOLUNTEER SCHEDULE**

Holly showed the board the dates and times volunteers were needed for help with shelving books and running the summer reading store. The schedule had been given to Denise Favel at the high school to have high school students volunteer time to help us out. We got three volunteers on a number of different days. There was a discussion about the need to hire a page because of not getting a great enough response from volunteers. Holly demonstrated that the library would be able to afford a page to help with the summer reading program.

A motion was made by Witte and seconded by Sasse to hire a page for 6 weeks of the summer for 10 hours a week to help with summer reading program. A vote was taken; it was unanimous.

Jensen said that we shouldn't have voted on that because it was not specifically mentioned on the agenda. Witte amended the motion. The amended motion by Witte was to agree to allow Holly to start the proceedings to hire a page for six weeks of the summer for ten hours per week and to vote on the hire at the next board meeting.

Second – Sasse

Vote – unanimous

## **MISCELLANEOUS REPORTS**

**Programming** – summer reading program information was shared earlier in the meeting.

**Statistics** – Statistics continue to be consistently and significantly higher than they were at this time last year. Witte asked Holly to present the numbers to the board in a hand out with percentage of increase highlighted so that the board can see how much use the library is getting. Jensen also asked to see a year-to-date comparison between patron count and circulation. Holly will bring that to the next meeting.

New cards had increased because we require children to have a library card in order to use the Internet. There were as many children computer users as there were wireless users in the past month. Holly reported that the Businessmen's Club and the Civic League have each agreed to donate a new computer

for the children's section of the library. Jensen and Witte asked that representatives of the clubs be invited for a picture when the new computers are set up, and an article featuring the donation should appear in the paper.

**Village Board Meeting** – The village board agreed to allow the 20-minute parking signs to be taken down. It has been done.

**Village Department Heads Meeting Highlights** – nothing new pertinent to library business.

**Director's Activities** – Holly attended meetings for Building the Way, Friends of the Library, and a conference of the Wisconsin Public Library Association with Jean. Holly and Jean have been working hard on summer reading program and planning the library's part for Sovereign State Days.

**Articles** – no recent articles, but 2 will be in the paper next week for Monday Morning Moms and Library Lowdown.

**Correspondence** – none reported

## **OLD BUSINESS**

**Carpet Cleaning** – Carpet cleaning is done and was done very well. We are pleased.

**Coughlin Room Insurance Assessment** – Nothing new.

**Emergency Procedures** – Nothing new.

## **NEW BUSINESS**

Discussion of summer board meeting scheduled was postponed until the next meeting.

## **ITEMS FOR NEXT MEETING**

### Old Business

- ✓ Circulation policy
- ✓ Bylaws
- ✓ Volunteer policy
- ✓ Sovereign State Days/ Bookmark sample

### New Business

- ✓ Friends of the Library Mural in children's section
- ✓ Hiring of summer library page

The next meeting will be June 13 at 9am.

**ADJOURN** - 10:27 am

Motion – Jensen

Second – Witte

Vote – Unanimous