

Winneconne Public Library Board of Trustees

Meeting Minutes

Saturday, June 13, 2009

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

ROLL CALL

Present: Jody Running, , Jeff Jensen (arrived at 9:02), Harvey Rengstorf, Kathy Sasse, Sue Davies, Mary Brefeld, and Andrew Boehnlein

Absent: Andy Beiser

Also Present: Holly Selwitschka

MINUTES –

Sue Davies asked that the spelling of Denise Favel's name be corrected: FEAVEL.

Motion made by Brefeld to approve the minutes from May 16, 2009, with the correction stated.

Second – Rengstorf

Vote – Unanimous

MAY VOUCHERS PAYABLE/FINANCIAL REPORT

Running asked about Office Depot bill and why it said "balance on account". Holly explained that we had received late charges from that company because of the way our bill payment is structured and the delay in getting the bill paid. Jean had called to change the due date, but we were still billed a finance charge.

Jensen asked why we had gotten hand sanitizer at Woodman's. Holly said it was because everywhere we looked close by had been sold out because of the run on sanitizer from the swine flu scare, and Jean happened to be at Woodman's and saw some, so she picked it up.

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

Second – Brefeld

Vote – unanimous

PUBLIC PARTICIPATION - None

DIRECTOR'S REPORT

PROGRAMS

Holly reported on the school visits that Jean had conducted in the last month, some visits to the library and some visits to the schools to promote the summer reading program and to introduce children to the library. She also discussed the plans for participating in Sovereign State Days, which include the Penny War for Public Servant #1 to raise money for Building the Way and the Hunt for Dillinger at Sovereign State Days and the float in the parade. Jensen said he had to check to see if he could walk in the parade. Running and Sasse will walk in the parade, along with Jean, Holly, Dotty, and Karen Hermann and Mary Brefeld from the Friends of the Library.

CIRCULATION POLICY

Holly reviewed the changes made as requested by the board at the last meeting. Sections were added for reference, Coughlin Room, and electronic materials.

Motion by Brefeld to adopt the circulation policy.

Second – Jensen

Vote - unanimous

LIBRARY BOARD BYLAWS

Holly reviewed the changes made as requested by the board at the last meeting. The line about having the village board approve the presidents appointment to the library board remained.

Motion by Jensen to adopt the circulation policy.

Second – Sasse

Vote - unanimous

VOLUNTEER POLICY

Holly reviewed the changes made as requested by the board at the last meeting. Volunteers will be required to have a background check, paid by the library, and minors will not be excluded from the checks.

Motion by Rengstorf to adopt the circulation policy.

Second – Davies

Vote – unanimous

REVIEW AND APPROVE LIBRARY PAGE JOB DESCRIPTION

Rengstorf asked for clarification that this was a paid position and that we had money in the budget for the position. Holly affirmed, and said that the board had voted at the last meeting to allow her to pursue the hiring of a page 10 hours per week for 6 weeks of the summer during the summer reading program.

Motion by Rengstorf to adopt the circulation policy.

Second – Jensen

Vote – unanimous

PERSONNEL

Holly shared a chart she had created that listed the interviewed candidates and the qualities the staff wanted to see in the library page. She described the hiring process and how she shared the chart with the staff, without the candidate names attached, and every one agreed on the same person to hire. Holly recommended hiring Brittany Running for the position of library page.

Jody Running wanted to make certain that Holly was being objective in her choice and not playing into favoritism because of Jody's position on the board, but it was clear through the chart and the steps taken that Brittany was the best candidate for the job. Running abstained from the vote.

Motion by Brefeld to adopt the circulation policy.

Second – Sasse

Vote – unanimous

Abstained - Running

MISCELLANEOUS REPORTS

Programming - program information was shared earlier in the meeting.

Statistics – There was nothing interesting about May's statistics report, but Holly noted that June numbers are expected to be high because of all the school visits.

Village Board Meeting – New board member, Andy Beiser, was appointed to the library board

Village Department Heads Meeting Highlights – the village faces a 7.7% cut in financing from the state in the next year, but that should not directly affect the library, since we are already operating at the minimum required to be functional.

Director's Activities – Holly has been working with Jean to finish details for the summer reading program. She has been working with Building the Way on plans for Sovereign State Days. She attended

a workshop on grants and grant writing. She held a meeting for the Sovereign State Days float. She held interviews for the page position. She revised policies.

Articles - Library lowdown last week and Holly will try to get weekly articles in the paper throughout the summer because of all the activity going on.

Correspondence – just good news all the way around

OLD BUSINESS

Coughlin Room Insurance Assessment – Nothing new. Sue will see if she can find some one to give a second estimate on assessing the collection.

Emergency Procedures – Nothing new.

NEW BUSINESS

LSTA Grant

ITEMS FOR NEXT MEETING

Old Business

- ✓ Friends of the Library Mural in children's section (table until September)
- ✓ Coughlin Room Insurance Assessment
- ✓ Emergency Procedures

The next meeting will be Wednesday, July 8 at 6 pm.

ADJOURN - 9:38 am

Motion – Sasse

Second – Jensen

Vote – Unanimous