

## Winneconne Public Library Board of Trustees

### Meeting Minutes

Saturday, December 12, 2009

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

#### **ROLL CALL**

Present: Jody Running, Mary Brefeld, Harvey Rengstorf, Sue Davies, Andy Boehnlein,  
Kathy Sasse (arrived at 9:05)

Absent: Jeff Jensen, Andy Beiser

#### **MINUTES –**

Minutes should have first names and typos fixed throughout.

**Motion made by Brefeld to approve the minutes from the November 9, 2009 meeting with the corrections as stated.**

**Second: Rengstorf**

**Vote: Unanimous**

#### **NOVEMBER VOUCHERS PAYABLE/ FINANCIAL REPORT**

Holly reported to have received a refund from Movie Licensing USA for the Twilight movie because they revoked library privileges to show the movie in November. Jody asked that the refund be shown on the Financial Report.

**Motion was made by Brefeld to approve payment of the November vouchers and accept the financial report with the addition of the refund from Movie Licensing USA.**

**Second : Davies**

**Vote: Unanimous**

Holly updated the board on an approximation of the cost for carpet runners and spot cleaning in 2010. The final approved budget for 2010 was included in the packets but some of the wording was not changed (proposed should have said actual), so Holly will include a new copy with corrections in the next meeting's board packet.

#### **PUBLIC PARTICIPATION**

None.

#### **DIRECTOR'S REPORT**

Programming

- The Holiday Faire was a great success. More than 500 people attended and about \$200 was raised from the book sale to benefit the Christmas Crusade.

- The Paws to Read Program is off to a slow start because we are waiting to hear from parents that were contacted through the reading specialist at the elementary school. If we don't have anyone signed up by the end of December, then the program will be advertised in the Lowdown and at the library.
- Holly asked for the Board's opinion on making another shopping trip to Barnes & Noble similar to the one we'd done last year. Two of the participants asked about doing it again. The board decided that, although it isn't the best practice to purchase from Barnes & Noble on a regular basis, this youth advisory experience is beneficial to the youth who participate and the library, and it's a great way to develop a relationship with the youth of the community. Therefore, we will repeat the experience again this year.
- Statistics - Nothing exciting to report about statistics and no questions were raised.
- Website – Holly showed the board a preview of the website. The board made some comments that Holly agreed to pass on to the web page designer. Jody asked that the calendar of events that Jean creates be posted on the website.
- Policies – Holly agreed to try to find an existing policy on Closing for Inclement Weather and bring an updated version to the board at the next meeting.
- Highlights from the Village Department Heads meeting
  - Marlene said that Andy Boehnlein, the youth representative, was supposed to be a voting member of the board, although he cannot break a tie or count for a quorum. Jody asked that I double check with John Rogers about that and look in the board's by-laws to see if anything is stated in there about it.
- Director's Activities – Holly attended a leadership conference for WLA, conducted employee reviews, helped plan the Holiday Faire, and worked on end-of-year budget.
- Articles – Holly told the board that she hoped to develop a quarterly newsletter for the library in the next year.
- Correspondence – Holly shared the Thank You that Katherine Coughlin sent for the flowers we sent for Jim's funeral. Also, Holly mentioned that there is an open seat on the Winnefox Library board and invited one of the Winneconne Board Members to be a member on the Winnefox Board.

## **PERSONNEL**

Holly informed the board that Marge fell in the parking lot on Thursday, the day after the snowstorm. She suffered a slight concussion and bruises on her back and sternum. The accident was reported immediately to Steve Volkert and Pete Running and to Holly when she arrived to work. Accident reports were filled out, and Steve reported it to the insurance company. Jean took Marge to the chiropractor, then Marge went home after that. Holly told her to stay home Friday if she was still in pain, but Marge came into work on Friday, none-the-less. She was in terrible pain and could hardly move. She spoke with Steve when she got to work in the morning, who told her to go home after her doctor appointment at 10am and not to return to work without a

signed permission from the doctor. She will likely receive workman's comp for time missed, since the accident happened at work.

Holly said that she had conducted annual reviews of the employees and shared the form that was used for the reviews. Jody asked if the staff had received copies and been given a chance to challenge the results of the review. Holly then explained the process she used: Each employee received the review form before the time of the review and were asked to fill it out as a self-evaluation. During the review, Holly compared her review with the one filled out by the employee, asked each employee if there was anything they strongly disagreed with and had them sign the form. They will each be receiving a copy this week. Holly also had each employee come up with a goal or two for the coming year.

Holly reminded the board that though they had approved the budget for 2010, they still have to approved the rate of pay increase for library staff for 2010.

**Motion by Brefeld to approve a 2% increase for part-time library clerks and assistant director effective January 1, 2010.**

**Second – Sasse**

**Vote – Unanimous**

#### **OLD BUSINESS**

- Emergency Plan – Ryan Krings walked the staff through the procedures and answered questions. A summary of the procedures was printed and posted in the staff workroom and the necessary keys hung next to it.
- Coughlin Room – A discussion ensued about whether or not to have the Coughlin Room appraised, weighing the cost against the need, as the Village insurance already has a rider of \$50,000 for fine arts collections, and the appraiser initially estimated the collection's worth at less than that. It was decided that Holly should discuss it further with Marge Eid, seeking her opinion. If we decide to get the room appraised in the next year, we will ask the Friends of the Library for financial assistance to do so.

A discussion followed about what to do with the money that we had planned to use for the appraisal. It was decided to ask the Village to carry the funds over into a savings to save up to replace the carpet when the time comes.

**Motion by Rengstorf to carry over \$1,400 into a restricted account for future use by the library for the future replacement of the carpet.**

**Second – Sasse**

**Vote – Unanimous**

- Children's Mural – Holly showed sketches of possible murals designed by Mr. Molitor's high school art students. Not many comments were made about which mural to choose, but the board asked that Holly explain to the Village Board that we will be putting up a mural and how it will be attached to the wall to be sure there are no objections, though since we are not permanently changing the building in anyway, we won't need to ask permission.

## **NEW BUSINESS**

CPR and First Aid Training – Holly shared information about a local person who is certified to conduct certification training for CPR and First Aid, though Jeff had asked if he could make a suggestion and since we haven't had a chance to connect, Holly will not make any decisions about this training until she's had a chance to talk with Jeff.

## **ITEMS FOR NEXT MEETING AGENDA**

Coughlin Room Assessment, report on recommendation from Marge Eid  
Friends of the Library Mural, report on opinion of members from Village Board  
Close Out 2009 budget  
Snow Closing Policy

### **Enter Closed Session 9:55am**

**Motion by Rengstorf to enter closed session per WisState Statutes Section 19.85(1)(c) to discuss a compensation issue related to the Library Director.**

**Second – Brefeld**

**Vote – all**

### **Return to Open Session at 10:22am**

**Motion by Rengstorf to return to open session.**

**Second – Brefeld**

**Vote by roll call:**

**Running – yes**

**Sasse – yes**

**Brefeld – yes**

**Rengstorf – yes**

**Davies – yes**

**Motion made by Rengstorf to allow Holly to make up the time missed due to the snow closing on Wednesday, December 9, rather than using vacation time.**

**Second – Brefeld**

**Vote – Unanimous**

**Motion made by Rengstorf to allow Tracy Aerts and Jean Thyssen to make up the time missed due to the snow closing on Wednesday, December 9.**

**Second – Brefeld**

**Vote – Unanimous**

**Motion by Rengstorf to allow Jeff Jensen and Jody Running to discuss the issue of the director's 27<sup>th</sup> pay period with Holly, Steve Volkert and Jaci Stelzner and make a decision on how to correct the situation with the stipulation that not receiving a check at all for a pay period is not an option.**

**Second – Brefeld**

**Vote – Unanimous**

Next meeting date is set for January 9, 2010 at 9am.

Motion by Rengstorf to adjourn at 10:25am.

Second – Sasse

Vote - Unanimous