

Minutes of the C.A. Friday Memorial Library Board of Trustees
Tuesday, November 27, 2018, 4:30 pm

Trustees Attending: Ard, Gjovik, Kuney, Van Nevel

Trustees Attending via Phone: Peplau

Trustees Absent: Granroth, Hall

Also Attending: Jennifer Rickard, Interim Library Director

Attending for first 6 agenda items: Mike Darrow, City Administrator, Jim Zajkowski, City Council Representative

Call to order: Van Nevel called the meeting to order at 4:32 pm. Quorum was established and the meeting was properly noticed under Wisconsin Open Meeting Law.

Approve Agenda: (Ard/Kuney) Motion to approve the agenda; passed unanimously by voice.

Public Comment: (limit 2 minutes per citizen) None.

Approve Minutes from 10.30.18 and 11.15.18: (Ard/Kuney) Motion to approve both sets of minutes; passed unanimously by voice.

Closed Session: (Ard/Kuney) Motion to go into closed session per State Statute 19.85 (1)(e) –
a. Potential Investment of public funds for public use
b. Redevelopment of 243 Paperjack Drive and possible expenditure of public funds
Roll call to enter closed session.

Open Session Action on Closed Session:
No action taken from closed session discussions.

Library Building Project: No discussion.

Approve Monthly Expenditures: (Ard/Kuney) Motion to approve the monthly expenditures.
Motion passed unanimously by voice.

2018 Budget Updates: Discussed projected 2018 budget compared to approved 2018 budget. Some suggestions were made for year-end expenditures including furniture, collections and mechanical boiler updates per State of Wisconsin code.

Financial Report: Rickard presented financial report for Signator.

Discussion and Possible Action on Circulation Policy: Tabled, awaiting legal review.

Discussion on Library Board Bylaw Review: Tabled, awaiting legal review.

Discussion and Vote to Close for City Staff Development Day: (Gjovik/Ard) Motion to approve closing the library Friday, April 26, 2019 for City staff development day. Passed unanimously by voice.

Discussion and Action to on Internet Use Policy and Guidelines: (Ard/Van Nevel) Motion to approve elimination of \$25.00 fine limit for logging onto patron internet computers. Passed unanimously by voice.

Director's Report – November, 2018

Personnel

- Benefit eligible employees attended a benefit meeting as we will have a new health insurance provider beginning January 1. Coverage and benefit options will remain the same will just be with a new company.

Continuing Education, Meetings and Training

- Maureen had a WISCAT Users Group webinar on Friday, November 2.
- Jessi and Julie attended the system Summer Reading Workshop in Eau Claire on November 8. They brought back many wonderful ideas and have already begun booking performers for Summer, 2019.
- Jennifer provided training for the circulation team on MORE catalog searching. We all learned some tips and tricks from
- November 12-17 we conducted our third reference survey week of 2018. These numbers are used for our annual report.
- Jennifer attended the Director's Council meeting at IFLS on Friday, November 16. Followed by the St. Croix County Librarian's meeting.
- Jennifer presented to the local Mom's Group about the variety of library resources available.
- Maureen and Jennifer had their last session of the City's Managing Up leadership training on November 7. This was a great opportunity.
- Earlier this year we stopped locking our locking cases as materials were returned. We did this for a trial period of time to see if we had theft issues. Fortunately, we have not so the circulation department has unlocked all of our cases for the ease of patrons borrowing materials.

MORE/Technology

- The two additional HotSpots funded by the County have been received and will be ready to help fill the demand of patrons in the near future.
- Per MORE's Electronic Record Retention Policy, the first batch of waiving old fines and charges has been completed. The numbers below are system totals.
 - Fines 5+ years old waived: \$359,843.24 from 32,888 patron records
 - Replacement and manual fees: 10+ years old waived: \$260,278.55 from 5,753 patron records
- IFLS is providing a 1-year subscription to Lynda.com. Lynda.com is a database that helps anyone learn software, technology and business skills to achieve their personal and professional goals.

Classes/Events

- Trick-or-Treating was a busy day at the library! Staff dressed up as Dr. Seuss characters as part of the festivities.
- Job Center of Wisconsin is available in the library one day a month to assist with any employment related questions.
- Veteran's Roundtable – Wednesday, November 7. We hosted our annual round table at Deerfield this year. It was open for the public and easily accessible for all Deerfield residents.
- Teen after Hours game night – Friday, November 9. We had a great turn-out and the teens loved playing yard games indoors and challenged each other with minute-to-win-it games.
- Author Spotlight, Jim Anderson is a Wisconsin author that spoke about his experiences running marathons around the world. He provided a great presentation that our local running club really enjoyed.
- Friends of the Library hosted their book sale November 15-19.
- No school movie – Monday, November 26 – Incredibles 2, it's bound to be an *incredible* show.

Building/Facilities

- We had our State Building Inspection, which occurs every 3 years. During the inspection, it was found the new boiler, installed in August, has new code requirements. This particular new code went into effect in June, 2018 and being our unit was installed after that time period, we need to bring it up to code. Evans is working with Countryside to ensure compliance of new codes. Estimate for the updates should be available shortly.

Funding/Donations

- In October, we brought in \$2729.25 from fines, fees, copies, replacement library cards, lost & paid materials and donations.
- The Kiwanis Club of New Richmond presented us with a check for \$214.20 to cover the fall StoryWalk at Mary Park – Sixteen Runaway Pumpkins.
- In memory of Nancy Hansen, we received \$4000.00, which was deposited directly into the Foundation, Building Fund account.
- In memory of Nancy Hansen, a 53” plush teddy bear was donated. This will be given away to one lucky patron on December 21. Patrons will be able to enter daily for their visits upon checking out library materials.

Set date for next regular meeting: Awaiting legal review of documents prior to scheduling December meeting.

Communications: Rickard collected additional contact information from the board and provided an update to our communication discussions in December. Rickard also asked for topics for upcoming educational opportunities during future board meetings. Ard informed the Board about the great activities happening during Hometown Holidays event on Thursday, November 29, 2018.

Adjourn: (Gjovik/Ard) moved to adjourn at 6:14 pm; passed by voice.