

LIBRARY BOARD MEETING

Gordon Granroth
Scottie Ard
Vicki Gjovik
Marla Hall
Jarell Kuney
Jeff Peplau
Patty Van Nevel

This is to inform you that there will be a Library Board meeting on **Tuesday, June 26, 2018 at 4:30 p.m.** in the ED Lab of the Civic Center, 156 East First Street, New Richmond, WI 54017.

AGENDA:

1. Call to Order
2. Roll Call
3. Adoption of Agenda
4. Public Comment (limit 5 minutes per citizen)
5. Approve minutes from 05.29.18
6. Approve monthly expenditures
7. Financial Report
8. Mark Devereux Financial Report
9. Public Relations Policy
10. High School Library Staff Scholarship
11. Library Project
12. Director's Report
13. Set date for next regular meeting
14. Communications
15. Adjourn

The C.A. Friday Memorial Library will attempt to provide accommodations to the public who wish to attend meetings, provided reasonable notice of need is given.

To request such accommodation, contact Katie Marsh at 715-243-0431.

A majority of the members of the New Richmond City Council may be present at the above meeting. Pursuant to State ex re. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W. 2nd 408(1993) such attendance may be considered a meeting of the City Council and must be noticed as such, although the Council will not take action at this meeting.

General Bills - May, 2018

46710	Leann Belz		\$	32.00	Lost & Paid refund
	John Delaney		\$	7.00	Lost & Paid refund
				\$ 39.00	
55110-220	New Richmond Utilities		\$	674.43	
				\$ 674.43	
55110-310	Indianhead Federated Library	218264	\$	165.77	Library Supply purchases - group order
				\$ 165.77	
55110-315	Tavis Lynch	2483	\$	125.00	5/9/18 Mushrooming 101 Class
	Old Gem Theater	1803	\$	400.00	6/13/18 Pippi Longstocking
	Peter Juhl	10012	\$	175.00	8/20/18 Rock Balancing
				\$ 700.00	
55110-316	Midwest Tape	96050250	\$	79.98	
				\$ 79.98	
55110-318	Pierce County UW Extension		\$	38.00	Pierce Co Plat Book
	Gale/Cengage		\$	86.96	LP Western Plan
				\$ 124.96	
55110-395	Indianhead Federated Library	218218	\$	806.00	Pharos, Deep Freeze, Anti Virus Annual Maint
				\$ 806.00	

TOTAL	\$2,590.14
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Amazon statement

5/10/18

55110-

310	315	316	317	318	319	355
\$ 19.98	\$ 69.71	\$ 53.13	\$ 28.95	\$ 68.43	\$ 65.84	\$ 13.73
\$ 25.28	\$ 35.98		\$ 55.80	\$ 106.76	\$ 177.60	
\$ 14.90				\$ 32.95	\$ 53.82	
				\$ 39.21		
				\$ 24.30		

\$ 60.16	\$ 105.69	\$ 53.13	\$ 84.75	\$ 271.65	\$ 297.26	\$ 13.73
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TOTAL \$ 886.37

P-Card Purchases - May, 2018

Account	Pcard #	Vendor	Invoice #	Amount	Subtotals	Notes
55110-310	1	Baker & Taylor	2033640327	\$ 18.88		
	1	Baker & Taylor	2033619967	\$ 27.14		
	1	Baker & Taylor	2033598971	\$ 16.52		
	1	Baker & Taylor	2033587684	\$ 7.67		
	1	Baker & Taylor	2033664324	\$ 10.03		
	1	Baker & Taylor	2033670660	\$ 9.44		
	1	Northern Business Products	286217-0	\$ 104.91		Paper - SRP
	1	Baker & Taylor	2033697751	\$ 8.26		
	1	Baker & Taylor	2033701151	\$ 25.37		
				TOTAL	\$ 228.22	

55110-311	1	Showcases	305433	\$ 13.60		Shipping for device
				TOTAL	\$ 13.60	

55110-315	2	Walmart		\$ 73.30		Program supplies - DIY
	2	Dollar Tree		\$ 32.82		STREAM Storytime
	2	Walmart		\$ 12.96		Laffy Taffy
	2	Dollar Tree		\$ 16.00		SRP Kickoff supplies
	2	Walmart		\$ (6.94)		Return - Essential Oil
	3	Walmart		\$ 41.89		STREAM Storytime
				TOTAL	\$ 170.03	

55110-316	1	Baker & Taylor	2033584454	\$ 116.59		
	1	Baker & Taylor	2033606938	\$ 255.09		
	1	Baker & Taylor	2033619968	\$ 127.74		
	1	Baker & Taylor	2033651996	\$ 90.75		
	1	Baker & Taylor	2033656995	\$ 197.23		
	1	Baker & Taylor	2033665829	\$ 68.74		
	1	Baker & Taylor	2033694325	\$ 155.96		
					TOTAL	\$ 1,012.10

55110-317	1	Baker & Taylor Entertainment	B88014450	\$ 11.85		
	1	Baker & Taylor Entertainment	B87566950	\$ 85.85		
	1	Baker & Taylor Entertainment	B84926470	\$ 11.03		
	1	Baker & Taylor Entertainment	B89517520	\$ 160.03		
	1	Baker & Taylor Entertainment	B89640230	\$ 14.88		
	1	Baker & Taylor Entertainment	B89517530	\$ 11.88		
	1	Baker & Taylor Entertainment	B90397500	\$ 32.66		
					TOTAL	\$ 328.18

55110-318	1	Baker & Taylor	2033640326	\$ 559.21		
	1	Baker & Taylor	2033619966	\$ 1,100.22		
	1	Baker & Taylor	2033598970	\$ 471.69		
	1	Baker & Taylor	2033587683	\$ 348.76		
	1	Center Point Large Print	1583208	\$ 27.71		

1	Center Point Large Print	1573789	\$	304.06	
1	Baker & Taylor	2033664323	\$	344.74	
1	Baker & Taylor	2033670659	\$	249.61	
1	Gale/Cengage	63667205	\$	58.38	
1	Baker & Taylor	2033697750	\$	313.36	
1	Baker & Taylor	2033701150	\$	986.57	
TOTAL				\$	4,764.31

55110-319	1	Baker & Taylor Entertainment	B87566950	\$	5.03	
	1	Baker & Taylor Entertainment	B88423510	\$	7.91	
	1	Baker & Taylor Entertainment	B90397500	\$	43.18	
TOTAL				\$	56.12	

55110-330	2	St. Croix Valley Employers Assoc	1818 CM	\$	150.00	Supervisory Survivability Seminar - KM & JR
	3	Airbnb	HMBAZ84SXC	\$	149.11	Madison, room 2 nights KM
	3	UWEX Registration		\$	165.00	UW Class, Madison - Budgeting for Public Managers - KM
	3	UWEX Registration		\$	165.00	UW Class, Madison - Managing Organizational Change - KM
TOTAL				\$	629.11	

55110-373	1	Floyd Total Security	1238876	\$	110.85	
	1	Top Quality Mfg.	1694654	\$	69.90	Gloves
	1	Northern Business Products	293686-0	\$	31.98	Folded Paper towels
	2	Doyle's Farm & Home	J23885	\$	5.49	Molding
	2	Doyle's Farm & Home	J36012	\$	32.98	Stain
	2	Doyle's Farm & Home	J36333	\$	9.99	
	2	Doyle's Farm & Home	J42095	\$	25.98	
	3	Doyle's Farm & Home	J19490	\$	12.99	Varnish
TOTAL				\$	300.16	

55110-391	1	Facebook		\$	20.99	NLW Page Promotion
TOTAL				\$	20.99	

TOTAL \$7,522.82

Account summary

55110-310	\$	228.22
55110-311	\$	13.60
55110-315	\$	170.03
55110-316	\$	1,012.10
55110-317	\$	328.18
55110-318	\$	4,764.31
55110-319	\$	56.12
55110-330	\$	629.11
55110-373	\$	300.16
55110-391	\$	20.99

Account Statement

Date: June 12, 2018

Account: Signator

	<u>This Period</u>	<u>Year-to-Date</u>
Beginning Account Value	\$264,216.01	\$263,162.99
Dividends, Interest and Other Income	\$474.68	\$1,855.25
Fees	\$2.90	-\$1,655.40
Net Change in Portfolio	\$5,920.38	\$4,251.13
Ending Account Value	\$267,613.97	\$267,613.97

MEMORANDUM

To: Library Board

From: Katie Marsh, Library Director

Date: June 11, 2018

Subject: Mark Devereux Financial Report

Background

Every year, the Library invites Mark Devereux from the Pinnacle Wealth Advisory Group to attend the June Library Board Meeting. This is an opportunity for the Board to learn how the library's investments are faring and to hear any suggestions that Mr. Devereux might have to make changes to the library's accounts.

Action

Potential vote on any suggested changes that Mr. Devereux proposes.

MEMORANDUM

To: Library Board

From: Katie Marsh, Library Director

Date: June 11, 2018

Subject: Public Relations Policy

Background

This item was on the agenda of the May meeting of the Library Board of Trustees. This agenda item was intended to provide the Board the opportunity to bring forth ideas for items, ideas, clauses, and language they would like to see included in a future draft of a Public Relations Action Plan. Marsh provided a copy of the City's Public Relations and Media Inquiries Policy at the May meeting, but unfortunately she did not realize that the file she found only contained page 1 of the policy. Thus, the agenda item was tabled until the June meeting to provide Marsh the opportunity to locate a file containing the entire policy. Marsh has located the Policy for the Library Board's consideration.

Action

No action needed at this time.



PUBLIC RELATIONS and MEDIA INQUIRIES POLICY

1. POLICY

The City of New Richmond will generally provide a response to media inquiries within 24 hours of receipt. Individuals designated to speak on the City's behalf are the Mayor, City Administrator/Utility Manager, Fire and Police Chiefs. No one other than these individuals (with the exceptions noted below) should represent the City's position to the media.

2. EXCEPTIONS

When inquiries require a detailed technical explanation, a spokesperson may be designated to address a particular issue. That spokesperson will usually be a Department Head, senior staff person or outside expert/consultant who is qualified, and has been asked, to speak on the City's behalf on the issue in question.

3. PROCEDURE

a. All media inquiries, whether verbal or written, are to be directed to the City Administrator who will evaluate the request and answer or direct it as appropriate to the following:

1. To the Mayor, City Council, Board or Commission Chair, or Department Head depending on the type of inquiry.
2. To appropriate board or commission members if the inquiry requires their consensus and approval.
3. To individual members when the inquiry concerns trends by type of industry.

b. Any media contact not made initially through the City Administrator/Utility Manager should be immediately reported to this individual.

c. All press releases will be issued as deemed necessary and relevant by the City Administrator. The City Administrator/Utility Manager will approve all press releases prior to distribution. In addition, press releases that include quotes by staff will be approved by the individual quoted. Staff who work with organizations seeking approval

for press releases that mention the City of New Richmond must send such releases to the City Administrator/Utility Manager for review prior to distribution.

Effective Date: 1/1/2017

MEMORANDUM

To: Library Board

From: Katie Marsh, Library Director

Date: June 11, 2018

Subject: High School Library Staff Scholarship

Background

There was discussion at the May Board Meeting regarding ways to improve employee retention. One idea that was proposed was a scholarship for high school students working at the library. As this topic came up in conversation but was not on the May agenda, no in-depth discussion or decisions could take place. Discussion was tabled until an agenda item could be added. This agenda item is intended to provide the Board the opportunity to brainstorm and discuss ideas.

Action

Discussion and potential vote on establishment of library scholarship opportunities for high school employees.

MEMORANDUM

To: Library Board

From: Katie Marsh, Library Director

Date: June 11, 2018

Subject: Library Project

Background

This agenda item provides the opportunity for the Board of Trustees to discuss the Library Building Project, including background information, questions, ideas, and projects. This will be an ongoing agenda item to promote open communication throughout this process.

Action

No action needed at this time.

Director's Report

June 2018

MORE

- At the May Directors Council, revisions to the MORE Fine Waiving Policy passed. Now, any library may waive fines when those fines accrue as the result of an emergency or tragedy in a patron's life. The circumstances under which a library may waive fines without receiving permission are:
 - Hospitalization of patron or patron's loved one, death of patron or patron's loved one, house destruction, theft, loss of job, loss of housing, incarceration, circumstances that unexpectedly leave a patron homebound such as injury or debilitating illness.
- In May, Jennifer was invited to serve on an interview panel for a new PC Support Specialist for IFLS. Dalton Stewart was hired at the end of May.

Personnel

- Four candidates were interviewed for the position of Library Shelver. As of the writing of this report (6/15), we are still in the decision-making process.
- Melanie Folk, our Youth Services Assistant, turned in her resignation on Monday, June 11th. She has accepted another job offer. During her time here, Melanie has been a positive, friendly presence in the library. She faces challenges with flexibility, a strong sense of teamwork, creativity, and a wonderful sense of humor. Her loss will be strongly felt. Melanie's last day will be June 22nd.

Classes/Events

- Thank you to Jeff and Patty for volunteering at the Summer Reading Kickoff Event!
- The Friends of the Library finished up their Book Sale on Monday, June 4th. It sounds like the sale was a success, thanks to their organizational skills and hard work.

Continuing Education

- Katie will be in Chicago from June 17th through June 20th attending the annual SHRM (Society for Human Resources Management) conference.

Building/Facilities

- On Thursday, June 21st, there will be an upgrade to Badgernet. We will be getting new fiber installed and hooked up at the library. This should increase the speed of our Internet. The upgrade is scheduled to take place at 7:45 a.m., and it is hoped that the upgrade will be complete before the library opens at 9:00 a.m. If not, the library will be

without Internet connection until the upgrade is complete. It is believed that the latest the upgrade will be completed is 12:00 p.m.

- In early June, Mark discovered that one of the boilers appeared to be leaking water. Closer inspection revealed that the heat exchanger is cracked. Mark received a quote from Countryside Plumbing & Heating, and replacement costs for the heat exchanger would be \$3,875. A new boiler would cost \$5,975. Mark and Katie met with Rae Ann, who recommended replacing the boiler. Katie is in the process of examining the library's budget to see if there is any way that we can afford to pay for this cost out of our current budget.

Selected Statistics

Summer Reading Program

363

ATTENDEES AT SUMMER READING KICKOFF EVENT

175

**PATRONS WHO REGISTERED FOR
SUMMER READING PROGRAM AT KICKOFF EVENT**

777

**PATRONS REGISTERED FOR
SUMMER READING PROGRAM AS OF JUNE 15TH**

