

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, March 27, 2018 at 4:30 p.m.** in the ED Lab of the Civic Center, 156 East First Street, New Richmond, WI 54017.

AMENDED AGENDA:

1. Call to Order
2. Roll Call
3. Adoption of Agenda
4. Public Comment (limit 5 minutes per citizen)
5. Approve minutes from 02.27.18
6. Approve monthly expenditures
7. Financial Report
8. Library Trustee Training Presentation
9. Library Building Project Next Steps
10. Discussion and Potential Vote on Library Overdue Reminders and Fines
11. Director's Report
12. Set date for next regular meeting
13. Communications
14. 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.

Minutes of the C.A. Friday Memorial Library Board of Trustees
Tuesday, February 27, 2018 4:30 p.m.

Trustees Attending: Gordon Granroth, Scottie Ard, Marla Hall, Jarell Kuney, Patty Van Nevel
Trustees Attending via Phone: Jeff Peplau
Trustees Absent: Vicki Gjovik
Also Attending: Jennifer Rickard, Jessi LaPean, Maureen LeVesque/Interim Director Team

Call to order: Granroth called the meeting to order at 4:30 p.m. Quorum was established and the meeting was properly noticed under Wisconsin Open Meeting Law.

Adoption of Agenda: (Ard/Hall) Motion to approve the agenda; passed unanimously by voice.

Public Comment: (limit 5 minutes per citizen) None

Approve Minutes from 01.23.18: (Hall/Ard) Motion to approve the minutes; passed unanimously by voice.

Approve Minutes from 02.16.18: (Van Nevel/Ard) Motion to approve the minutes; passed unanimously by voice.

Approve Minutes from 02.19.18: (Ard/Hall) Motion to approve the minutes; passed unanimously by voice.

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

Financial Report: LaPean presented monthly financial statements from KBS and Signator.

Library Director Hiring Update: Katie Marsh will start on Tuesday, March 6th, 2018. Within her first two weeks, she will have many one-on-one meetings with Library Board Trustees, City Council members and City and Library Staff. There will be a formal open house on Tuesday, April 10, during National Library Week.

Annual Report: Our annual report was submitted to the state before the state deadline. Printed copies of the annual report were distributed along with an infographic handout for 2017 Year in Review.

Director's Report: LaPean and Rickard presented follow up on the last month's library activities.
February 2018

MORE

- The updated MORE online catalog launched on Monday, February 5. The new site is also much more mobile friendly than the previous. www.more.lib.wi.us

- Jennifer joined the Resource Sharing and Collection Development committee with the system this year. February 21st was the first meeting.

Personnel

- Todd Kittel joined our staff as our new part-time Reference & Information Assistant. We are very happy to have him and is doing an amazing job.
- Director interviews were held on Friday, February 16th. Katie Marsh will be joining our team starting on March 6th.
- The Wild Wisconsin Winter Web virtual conference provided a great training opportunity for staff. We have had several staff members attending other webinars throughout the month as well.

Classes/Events

- Food for Fines ran from February 5-17th and was a success. We collected a lot of needed items for Five Loaves Food Shelf including 400 food items, and \$220.00 worth of gift cards with Family Fresh Matching, for a total of \$440.00. \$682.72 in fines were adjusted from Sierra.
- Saturday Stories & More event of You & Me For Tea was wonderful. The program received very positive comments from attendees.
- Paula successfully stepped in and ran Little University on February 16th.
- Snake Discovery was a huge success bringing in over 90 patrons to learn about and hold a variety of snakes and other reptiles.
- Homeschool LEGO continued this month with the 8-9 year olds as well as welcoming the 10 year olds to work with the LEGO Mindstorm EV3 robotics.
- We had almost 20 people in for the Emerald Ash Borer class presented by Diane Alfuth of UW Extension, Michael Mroz and Noah Wiedenfeld with the City of New Richmond.
- The Willow River Writers group has been busy meeting and planning their Local Author Showcase in April.
- Both our Mystery Book Club and Books & Brews have had great attendance this month.
- Tech Tutor
- Planning continues for our Summer Reading Program – “Libraries Rock.”



Outreach

- Jessi & Nora continue to visit 4K centers and the local senior living facilities.
- Jessi will be attending the St. Croix County Early Childhood Interagency Council and New Richmond School District’s annual Free Family Fun Musical Event on March 1st with a booth promoting library services and resources.
- Britta will be placing orders for long sleeve shirts and polo shirts shortly to help promote the library at future outreach opportunities.
- Jennifer attended the first meeting of Connections Business Builders to explain how the library is able to support businesses within our community.
- Jennifer will be at the Eggs & Issues, State of the City presentation at WITC. This is sponsored by the Chamber. The majority of the presentation will be about the City’s Community Action Plan however, other departments are available if questions arise.

Next Meeting: March 27, 2018 at 4:30 p.m. John Thompson from IFLS will present Library Board Trustee Training Orientation. We will also discuss next steps for the building project. During our April meeting we will have a Library tour.

Communications: Rickard shared information about upcoming IFLS sponsored continuing education webinars. She will send trustees the recordings following the webinars.

- Working with Library Boards: A Legal Guide, March 1
- Working with Library Boards: A Practical Guide, March 8

Adjourn: (Ard/Hall) moved to adjourn at 5:10 p.m.; passed by voice.

General Bills - February, 2018

| | | | | |
|-----------|-------------------------------------|--------------|------------------|------------------------------------------------------|
| 46710 | Amery Public Library | | \$ 18.00 | Lost & Paid Reimbursement |
| | | | \$ 18.00 | |
| 55110-220 | New Richmond Utilities | | \$ 640.30 | |
| | | | \$ 640.30 | |
| 55110-315 | Misty Price | | \$ 138.37 | Characters Welcome 3/17/18 |
| | Ruth Hurtgen Catering | | \$ 20.00 | Sandwiches & Cookies - You & Me for Tea - 2/17/18 |
| | Norm Barnhart | | \$ 350.00 | Comedy Magic of Reading - 4/16/18 |
| | | | \$ 508.37 | |
| 55110-318 | Gale/Cengage | 62668525 | \$ 88.46 | |
| | Gale/Cengage | 63260638 | \$ 87.71 | |
| | | | \$ 176.17 | |
| 55110-330 | WITC New Richmond Conf Center | 1049 | \$ 224.00 | 32 meals director interviews |
| | | | \$ 224.00 | |
| 55110-390 | League of Minnesota Cities | 268620 | \$ 278.55 | Director Job posting |
| | | | \$ 278.55 | |
| 55110-395 | Indianhead Federated Library System | 218130 | \$ 140.00 | Pharos License - Microfilm computer |
| | | | \$ 140.00 | |
| 55110-396 | Department of Public Instruction | WISCAT142716 | \$ 200.00 | 2018 WISCAT License |
| | | | \$ 200.00 | |

| | |
|--------------|-------------------|
| TOTAL | \$2,185.39 |
|--------------|-------------------|

Amazon statement

2/10/18

55110-

| 310 | 315 | 355 | 390 | 391 |
|----------|---------|----------|-----------|----------|
| \$ 87.18 | \$ 8.99 | \$ 49.95 | \$ 6.51 | \$ 35.56 |
| \$ 35.00 | | | \$ 10.98 | \$ 8.76 |
| \$ 38.51 | | | \$ 17.99 | \$ 10.98 |
| \$ 5.28 | | | \$ 6.56 | |
| \$ 12.99 | | | \$ 509.49 | |

| | | | | |
|-----------|---------|----------|-----------|----------|
| \$ 178.96 | \$ 8.99 | \$ 49.95 | \$ 551.53 | \$ 55.30 |
|-----------|---------|----------|-----------|----------|

TOTAL \$ 844.73

P-Card Purchases - February, 2018

| Account | Pcard # | Invoice # | Amount | Subtotals | Notes |
|--------------|--------------|---------------------------------|--------------------|---------------|-------------------------------------------|
| 100-00-21100 | 1 | Brodart | 491065 | \$ 507.96 | Book return - 2017 budget, NRACF Grant |
| | 1 | Countryside Plumbing & Heating | 100918 | \$ 274.90 | Boiler Reliefs - 2017 budget |
| | TOTAL | | | 782.86 | |
| 55110-310 | 1 | Northern Business Products | 259843-0 | \$ 11.99 | Colored paper |
| | 1 | Baker & Taylor | 2033424524 | \$ 1.77 | |
| | 1 | Baker & Taylor | 2033507909 | \$ 40.71 | |
| | 1 | Baker & Taylor | 2033496939 | \$ 12.98 | |
| TOTAL | | | \$ 67.45 | | |
| 55110-316 | 1 | Baker & Taylor | 2033427246 | \$ 57.68 | |
| | 1 | Baker & Taylor | 2033495380 | \$ 124.08 | |
| | 1 | Baker & Taylor | 2033454872 | \$ 8.24 | |
| TOTAL | | | \$ 190.00 | | |
| 55110-317 | 1 | Baker & Taylor | B78357900 | \$ 11.88 | |
| TOTAL | | | \$ 11.88 | | |
| 55110-318 | 1 | ClickBank | FA4CYV7W | \$ 6.95 | Bacon & Butter shipping charges |
| | 1 | Baker & Taylor | 2033424523 | \$ 83.05 | |
| | 1 | Rowman & Littlefield Publishing | 10747408 | \$ 64.50 | |
| | 1 | Baker & Taylor | 2033507908 | \$ 805.35 | |
| | 1 | Baker & Taylor | 2033496938 | \$ 383.80 | |
| | 1 | Baker & Taylor | 2033454548 | \$ 23.92 | |
| TOTAL | | | \$ 1,367.57 | | |
| 55110-319 | 1 | Baker & Taylor | B77940750 | \$ 20.12 | |
| TOTAL | | | \$ 20.12 | | |
| 55110-320 | 1 | Wall Street Journal | | \$ 443.88 | 1 year subscription |
| TOTAL | | | \$ 443.88 | | |
| 55110-373 | 1 | Floyd Security | 1224211 | \$ 110.85 | Services 2/18/18-5/17/18 |
| | 1 | Countryside Plumbing & Heating | 100858 | \$ 648.26 | Blower motor replacement |
| | 2 | Doyle's Farm & Home | 183005 | \$ 25.98 | Ice Melt |
| TOTAL | | | \$ 785.09 | | |
| 55110-390 | 2 | Lakeshore Learning | | \$ 451.34 | Park Pass Grant Supplies |
| TOTAL | | | \$ 451.34 | | |

TOTAL \$4,120.19

Account summary

| | |
|--------------|-------------|
| 100-00-21100 | \$ 782.86 |
| 55110-310 | \$ 67.45 |
| 55110-316 | \$ 190.00 |
| 55110-317 | \$ 11.88 |
| 55110-318 | \$ 1,367.57 |
| 55110-319 | \$ 20.12 |
| 55110-320 | \$ 443.88 |
| 55110-373 | \$ 785.09 |
| 55110-390 | \$ 451.34 |

Signator®

Signator Investors, Inc.
200 Berkeley St 3rd Floor
Boston, MA 02117
(888) 333-3087



Brokerage
Account Statement

* 0162308 02 AV 0.375 02 TR 00680 X106PD15 000000

THE CARLETON A. FRIDAY
MEMORIAL LIBRARY
155 EAST FIRST STREET
NEW RICHMOND WI 54017-1801



February 1, 2018 - February 28, 2018
Account Number: [REDACTED]

Your Investment Professional:
Mark Devereux
(715) 246-7877

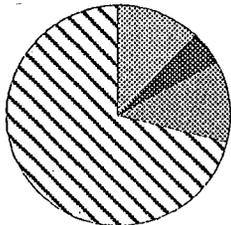
Portfolio at a Glance

| | This Period | Year-to-Date |
|--------------------------------------------|---------------------|---------------------|
| BEGINNING ACCOUNT VALUE | \$270,458.09 | \$263,162.99 |
| Dividends, Interest and Other Income | 455.87 | 554.57 |
| Fees | 3.00 | -826.95 |
| Net Change in Portfolio¹ | -8,267.49 | -241.14 |
| ENDING ACCOUNT VALUE | \$262,649.47 | \$262,649.47 |

Estimated Annual Income \$5,614.16
¹ Net Change in Portfolio is the difference between the ending account value and beginning account value after activity.

S 162308 X106PD15 034042

Asset Summary



| Percent | Asset Type | Last Period | This Period |
|-------------|--------------------------------------|---------------------|---------------------|
| 12% | Cash, Money Funds, and Bank Deposits | 30,877.23 | 31,242.59 |
| 5% | Equities | 12,734.10 | 11,938.80 |
| 12% | Mutual Funds | 33,027.38 | 32,854.08 |
| 71% | Exchange-Traded Products | 193,819.38 | 186,614.00 |
| 100% | Account Total (Pie Chart) | \$270,458.09 | \$262,649.47 |

Please review your allocation periodically with your Investment Professional.



To: Library Board

From: Katie Marsh, Library Director

Date: 3/19/18

RE: Library Trustee Training Presentation

John Thompson, IFLS Director, will attend the Library Board Meeting to give a presentation to the Library Board.

To: Library Board

From: Katie Marsh, Library Director

Date: 3/20/18

RE: Discussion and Potential Vote on Library Overdue Reminders and Fines

With the recent changes in MORE policy about lending rules and local holds priority, it might be prudent to take a look at our library's overdue reminders and fine schedules.

The Library Director has discussed these topics with various staff, will provide background to the Board, and will make a recommendation for votes on both issues.

TOTALS 2018

| | USB | Stylus | Bags | Donations | Faxes | Fines | Copies | Cards | Lost & Pd | TOTALS |
|---------------|----------------|----------------|-----------------|-----------------|------------------|--------------------|------------------|-----------------|------------------|--------------------|
| January | \$ 5.00 | \$ 3.00 | \$ 15.00 | \$ 30.37 | \$ 217.00 | \$ 866.39 | \$ 297.70 | \$ 21.00 | \$ 199.98 | \$ 1,655.44 |
| February | \$ - | \$ 1.00 | \$ - | \$ 8.20 | \$ 149.55 | \$ 799.38 | \$ 486.35 | \$ 19.00 | \$ 199.00 | \$ 1,662.48 |
| March | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| April | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| May | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| June | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| July | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| August | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| September | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| October | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| November | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| December | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTALS | \$ 5.00 | \$ 4.00 | \$ 15.00 | \$ 38.57 | \$ 366.55 | \$ 1,665.77 | \$ 784.05 | \$ 40.00 | \$ 398.98 | \$ 3,317.92 |

GRAND TOTAL \$ 3,317.92