

Library Board Meeting
Monday, October 1, 2012
7 a.m.
Library Meeting Room

Open:

2013 Library budget

Fund equity account

Mount Horeb Public Library Board
DRAFT Meeting Minutes
Monday, October 1 2012
7:00 am
105 Perimeter Road, Library Meeting Room

Present: Wayne Anderson, Dave Boyden, John Kuse, Ben Lizdas, Karla Ott, George Sievers, and Teri Vierima, as well as Library Director Jessica Williams

Absent: Jessica Gunby

Anderson called the meeting to order at 7:05 am.

2013 Library Budget

The primary purpose of the meeting was to review the recommendation by David Ross, the Village Administrator, for the library fund balance. Ross had initially proposed that the library fund balance be brought down from its expected value of \$94,259 at the end of 2012 to under \$5000 by 2017, but in response to comments by Library Board members at the Village Finance Committee meeting, he had amended his recommendation such that the balance would be maintained at about \$60,000, a 37% decrease and slightly less than 10% of the library budget. This would result in a property tax levy of \$375,000 in 2013. Ross had argued that the library building belongs to the village and thus building maintenance costs should come from the village budget, not from the library's as has been done in the past, thus reducing the need for a larger fund balance. Ross had also asked the Library Board to produce a 5-year budget projection.

The Board discussed all of these issues in depth. After discussion, Anderson moved, Kuse seconded, and the board members unanimously approved a recommendation to Ross that the property tax levy for 2013 be increased from \$375,000 to \$387,000, increasing the fund balance by \$12,000. The Library Board also agreed to meet with the Village Board in the spring to discuss the 5-year projected budget needs. Anderson agreed to call Ross with these recommendations.

After a motion by Vierima and second by Ott, the meeting was adjourned at 8:01 am.

Respectfully submitted,
Teri Vierima, Secretary

Library Board Meeting
Wednesday, October 24, 2012
7 a.m.
Library Meeting Room

Open:

Guest and Public Comments:

Approval of Minutes: September 26, 2012, October 1, 2012

Treasurer's Report:

- Approval of library bills

Director's Report:

- Update on hiring
- Upcoming Holiday Hours
- Fund balance information from other libraries
- RFID information

Identifying/labeling our revenue streams (i.e. Louise Kindland Grant is actually a bequest; Endowment money is not actually available to us, should it appear in our Revenue stream?)

End of year gifts for staff

Vision/ Long Range Plan

Approved
11-28-12
Mount Horeb Public Library Board
DRAFT Meeting Minutes
Wednesday, October 24 2012
7:00 am

105 Perimeter Road, Library Meeting Room

Present: Wayne Anderson, Dave Boyden, John Kuse, Ben Lizdas, Karla Ott, Jessica Gunby and George Sievers, as well as Library Director Jessica Williams

Absent: Teri Vierima

Anderson called the meeting to order at 7:05 am.

Guest and Public Comments

No guests were present.

Approval of Minutes

Ott moved, Boyden seconded, and the Board approved acceptance of the September 26, 2012 and October 1, 2012 minutes.

Treasurers' Reports

Boyden approved the last month's library bills. He also asked that Williams update the Gale/Cenage Account and the Midwest Tape Account to take Brendan Faherty and Lysianne Unruh's names off these accounts.

Director's Report

- Williams recommended closing the library on Saturday, December 22nd and the week following Christmas close at 5:30 pm. The library board decided to remain open on Saturday, December 22nd and suggested staying open until 3:00 pm instead of 5:00 pm.
- The library board decided to give Chamber Gift Certificates in the amount of \$50 for full-time staff and \$30 for everyone else. Anderson will donate the \$250 difference in last year's donations. The total amount needed will be \$650. Last year the total amount was \$405. Gunby moved and Ott seconded. Furthermore, the library board voted on this decision as well and it was unanimously passed.
- Williams met with Dave Ross on Monday to discuss what he is looking for in regards to the May meeting between the Finance Committee and the Library Board. He suggested justifying each line item as well as clarifying why the library should maintain a fund balance. The library board decided to devote the next board meeting (November, 28th) to discussing the library's vision/long-term plan, and budgeting.
- Williams reported that Janis Merkle accepted the offer to become the new Circulation Supervisor at \$20.00/hr with an opportunity to be increased to \$21.30/hr upon a 6th month evaluation. She will start Monday, November 5th.
- Williams and Anderson reported that they are meeting weekly for mentoring and the next meeting will take place Friday, October 26th at 9:00 am.

After a motion by Anderson and seconded by Kuse, the meeting was adjourned at 8:05 am.

Respectfully submitted,
Jessica Williams, Library Director