

**Library Board Meeting**  
**Wednesday, December 19, 2012**  
**7 a.m.**  
**Library Meeting Room**

**Open:**

**Guest and Public Comments:**

**Approval of Minutes:** November 28, 2012

**Treasurer's Report:**

- Approval of library bills
- Endowment update
- Technology/RFID Fund (at Mounds City Bank)

**Director's Report:**

- Updated Electronic Devices Policy
- Southwest Library System and closed border situation

**Village oversight of Library Director Vacation**

**Building Security**

**Performance Appraisal Discussion**

**Library Board Checking Account**

**Library Vision/Long and Short Term planning**

**Lighting for library walk way update**

**Mount Horeb Public Library Board**  
**DRAFT Meeting Minutes**  
**Wednesday, December 19, 2012**  
**7:00 am**  
**105 Perimeter Road, Library Meeting Room**

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

**Absent:** none

Anderson called the meeting to order at 7:02 am.

**Guest and Public Comments**

No guests were present.

**Approval of the Minutes**

Boyden moved, Ott seconded, and the Board approved acceptance of the November 28, 2012, minutes.

**Treasurer's Reports**

- Library bills. Boyden had completed the review of the of library bills for this month.
- Endowment update. Boyden presented the Board with a summary of the contribution history of the fund from its inception in January of 2004, through its investment in American Fund's Income Fund of America until 2010, and through its management from 2010 to the present by the State Bank of Cross Plains. The current balance is \$102,080. He pointed out that the fund was entirely supported by private monies and repeated his recommendation that the fund be removed from the Village budget. Sievers suggested that the Board clarify the purpose of the fund. Anderson agreed to search his records for any initial statements concerning its purpose.
- Technology/RFID Fund at Mounds City Bank. An initial discussion of this item took place under the Director's Report.

**Director's Report (non-actionable items)**

- Williams reported that some of the personnel issues at the library were ongoing and that others had improved.
- Williams attended the SCLS RFID conference and "came away with the strong impression that RFID is here to stay." She outlined some suggestions for developing an RFID system in Mt. Horeb, including the first step of tagging all of the collection, and recommended that the Technology Fund be tapped to get started. She said that she will have better cost estimates of the total process by next month. Kuse suggested that an analysis of the benefits be done as well, covering cost savings, improved services, and useful data.

- Williams noted that the funding from Dane County came in slightly higher than budgeted. She also reported that she will be attending the December South Central Administrative Council meeting to discuss the governance structure.
- Library programs have ended for 2012 and the line-up for next year has begun.
- Friends of the Library raised approximately \$1500 at their Annual Cookie Walk.

#### **Library Board Checking Account**

The question was raised as to whether the Library Board should reopen its own checking account to pay for miscellaneous items such as gift cards for the staff, so that they would not have to go through the Village payroll. The Board decided not to pursue this, but to create a line item in the library budget for such items.

#### **Updated Electronic Devices Policy**

Williams distributed an updated draft of the Electronic Devices Policy that had been discussed at the last Board meeting. She had made all the changes suggested at that meeting, she said. Ott moved, Boyden seconded, and the Board unanimously approved adoption of the policy.

#### **Southwest Library System Closed-Border Situation**

Williams explained that Mt. Horeb is currently one of only two libraries that charge residents a fee to use our library if they live in a municipality that already has a library – a “closed-border” policy. Mt. Horeb has not sold any memberships of this type in the last 2-3 years, she said. She recommended that we adopt open borders within the SCLS. Vierima moved, Kuse seconded, and the Board unanimously approved an end to the closed-border policy.

#### **Oversight of the Library Director’s Vacation.**

It was agreed by all that oversight of the Library Director’s use of time was the responsibility of the Library Board, although the Village does track this through time sheets.

#### **Library Vision/Long- and Short-Term Planning**

Williams explained her ideas for improvement. First, she would like to offer more hours for shelvees as there is an ongoing backlog. Boyden recommended that she go ahead and fix the problem and that the Board would find a way to fund it. Second, Williams is looking to see if there is a way to offer Sunday hours within the current budget.

#### **Lighting for Library Walk**

Anderson reported that for 2 tall lights, the cost would be approximately \$3000 using existing poles or \$5000 with new poles. Williams will talk to Dave Herfel of the Village to see if there are other options.

#### **Building Security**

This issue was raised in response to the school shooting in Connecticut. Williams will look into emergency training opportunities and will bring this item back to the Board next month.

**Performance Appraisal Discussion**

Kuse suggested that this item be moved to the next Board meeting.

**Future agenda items**

No further items were suggested.

After a motion by Ott and second by Vierima, the meeting was adjourned at 8:03 am.

Respectfully submitted,  
Teri Vierima, Secretary