

**Library Board Meeting**  
**Wednesday, February 27, 2013**  
**7 a.m.**  
**Library Meeting Room**

**Open:**

**Guest and Public Comments:**

**Approval of Minutes:** January 23, 2013

**Treasurer's Report:**

- Approval of library bills
- Endowment History (Dave and Karla)

**Director's Report:**

- Annual Report / signatures needed
- Staffing update
- Library Legislative Day update
- Preparation for spring budgeting discussion
- Basic Budgeting Class via UW-extension

**Library Governance**

**Building Security**

**Performance Appraisal Discussion**

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

**Mount Horeb Public Library Board**  
**DRAFT Meeting Minutes**  
**Wednesday, February 27, 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 7:08 am.

**Guest and Public Comments**

No guests were present.

**Approval of the Minutes**

Ott moved, Boyden seconded, and the Board approved acceptance of the January 23, 2013, minutes.

**Treasurer's Reports**

- Approval of library bills. Boyden had completed the review of the of library bills for this month.
- Endowment history. Boyden and Ott reviewed what is known of the history of the Endowment Fund. Ott said it was "formed appropriately" but is not a 501(c)(3). A September MOU between the Village, Friends of the Library, and the Library Board was never signed but acted on as a resolution by the Village acknowledging that the fund is not intended to replace operational funds, they reported. Sievers stressed that it was important to identify the purpose of the fund. The Board agreed, and Ott noted that the brochure needs to be updated.

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

- Williams presented the annual report and Anderson signed it.
- Williams reported on staffing issues and will keep Board members updated. Anderson suggested that Library Board minutes be put online and made publicly available.
- A discussion took place on the building maintenance plan. Williams presented the latest draft of the expected replacement schedule out to 2017. She noted that 2013 includes 6 new computers, painting, and furniture repair. The boiler is also nearing the end of its life.
- Williams met with legislators John Erpenbach and SONDY POPE on Library Legislative Day.
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**Library Governance**

Anderson suggested that the Board have a special meeting in March to discuss Library Board governance and responsibilities. Williams will schedule one.



**Building Security**

Williams had nothing new to report.

**Performance Appraisal Discussion**

Time did not permit a discussion of this item.

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

This item was also tabled to a future meeting.

**Future agenda items**

No further items were suggested.

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

Respectfully submitted,  
Teri Vierima, Secretary