

**Library Board Meeting
Wednesday, April 24, 2013
7:00 a.m.
Library Meeting Room**

Open:

Guest and Public Comments:

Approval of Minutes: March 27, 2013

- Past copies of minutes / archives

Treasurer's Report:

- Approval of library bills

Director's Report:

- Library Board members term update
- Staffing update
- NCI-Roberts update
- Painting update
- 2014 Budget update/ Budget calendar

Library Vision/Long and Short Term planning

Performance Appraisal Discussion

Adjourn to executive closed session as allowed by WI State Statute 19.85(1)(c) to consider and discuss personnel matter(s).

Reconvene to open session for any action regarding closed session.

Mount Horeb Public Library Board
DRAFT Meeting Minutes
Tuesday, April 24, 2013
7:00 am
105 Perimeter Road, Library Meeting Room

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

Absent: Wayne Anderson and Jessica Gunby

Kuse called the meeting to order at 7:04 am.

Approval of March 27, 2013, Minutes

With a motion from Ott and second from Lizdas, the minutes were approved. A discussion also took place regarding the disposition of the minutes of past meetings. At the end of her term, Vierima will be providing Williams with a digital copy of all past minutes in her possession. It was agreed that copies of the minutes should be available at the library. Williams will research whether there are any specific requirements and what other libraries are doing.

Treasurer's Report

- The library bills have been approved.
- Boyden said that the library is responsible for unemployment payments to past library employees. He also noted that he would be protesting a \$195 fee assessed by the State Bank of Cross Plains for "tax work" on the endowment fund.
- Board members discussed the potential to apply for a VFW grant of up to \$10,000. They would require a plaque acknowledging the donation and want to designate the contractor used. Kuse suggested that the Board establish some guidelines for such requests (e.g., acknowledging monies from taxpayers, individuals, and the Friends of the Library). With a motion from Boyden and second from Vierima, the Board directed Boyden to explore the specifics of the grant.

Director's Report

- Williams distributed the 2014 Village of Mount Horeb Budget Calendar and said that she would like to set up a meeting between the Village and the Library Board members for sometime in May. She presented her "dream budget" for 2014, including a 2% increase in wages and salaries, a 15% increase for the collections, a line item for unemployment, and a line item for self-check unit maintenance.
- Williams reported that the entire library interior has been repainted.
- Williams brought the Board up to date on staffing. She is in favor of offering a 3-month part-time paid internship to one of the current shelvers. Williams will talk to the Village regarding the process for this. The Board agreed with the suggestion.

- Williams gave the Board a presentation of the slide show she has developed for the budget meetings with the Village, to which Board members offered comments and suggestions. She will update the presentation based on the comments.

After a motion by Ott and second by Sievers, the meeting was adjourned at 8:27 am.

Respectfully submitted,
Teri Vierima, Secretary