

Library Board Meeting
Wednesday, May 22, 2013
7:00 a.m.
Library Meeting Room

Open:

Guest and Public Comments:

Approval of Minutes: April 24, 2013

- Past copies of minutes / archives

Treasurer's Report:

- Approval of library bills

Director's Report:

- Meeting Room Policy update
- Building/NCI-Roberts update
- Staffing Update
- 2014 Budget update/ Budget calendar
- Programming

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
Meeting Minutes
Tuesday, May 22, 2013
7:00 am
105 Perimeter Road, Library Meeting Room

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

Absent: Wayne Anderson, Ben Lizdas, and Jessica Gunby

Kuse called the meeting to order at 7:01 am.

Approval of April 24, 2013, Minutes

With a motion from Ott and second from Boyden, and unanimous approval of the Board, the minutes were approved.

Treasurer's Report

- The library bills have been approved.
- Boyden reported that the endowment fund balance was \$121,076.

Director's Report

- Williams reported that a group had requested the ability to melt wax in the library meeting room. She will bring a proposal to the library to amend the Meeting Room/Quiet Room policy to ban the use of flammable materials.
- Williams distributed the 20-year maintenance budget developed by NCI Roberts. The Board discussed several items in the budget, including paving, reshingling the roof, replacing flooring, and replacing the HVAC system. The Board suggested that Williams wait until after the May 29 joint Library/Village Board meeting to make a decision regarding insulation work. Lighting for the walkway was also discussed and Williams presented a relatively inexpensive solution.
- Because of a death in the family, one staff member has needed time off, Williams reported. Both the new programming librarian and the new intern have started work.
- In anticipation of the joint Library/Village meeting, Williams distributed the Village's Capitalization Policy, which states: "Effective January 1, 2004, the Village of Mount Horeb will capitalize all individual assets with a cost of \$5,000 or more and that has an estimated useful life of two or more years. There was also a continued discussion of the presentation to be made at that meeting."

Performance Appraisal Discussion

Kuse reported that the Personnel Committee would be meeting the next day to review the process and tools for evaluating the Library Director.

Adjourn to Closed Executive Closed Session as allowed by WI State Statute 19.85(1)© to consider and discuss personnel matters.

At 7:50 Boyden moved, Ott seconded, and the Board approved a motion to go into closed session.

Reconvene to Open Session.

No action was taken as a result of the closed session discussion.

After a motion by Ott and second by Boyden, the meeting was adjourned at 8:09 am.

Respectfully submitted,
Teri Vierima, Secretary

Mount Horeb Public Library Board Joint Meeting with Village Finance Committee
DRAFT Meeting Minutes
Wednesday, May 29, 2013
5:00 pm
105 Perimeter Road, Library Meeting Room

Present: Dave Boyden, Jessica Gunby, John Kuse, Ben Lizdas, Karla Ott, George Sievers, and Teri Vierima, as well as Library Director Jessica Williams. In addition, members of the Village Finance Committee Dave Becker, Steve Grindle, David Hoffman, Bill Kalscheur, Randy Littel, and Audrey Roberts were present, as was Village Administrator Dave Ross.

Absent: Wayne Anderson

The meeting was called to order by Kuse at 5:05 pm.

The purpose of the meeting was to update the Village Finance Committee on the library budget deliberations. Williams began with a presentation on the 2014 library budget requests. She also distributed the 20-year capital budget forecast that had been prepared by NCI Roberts.

Both Library Board and Finance Committee members discussed the budget. Topics included furnace replacement and the size of the library reserve. No actions were taken but all commended Williams on the budget information and the long-term maintenance budget. Ross said that the Village budgets would be presented to the Finance Committee in late July, with hearings in November and a vote by the Village Board in December.

At 5:57 pm, Vierima moved, Boyden seconded, and the Board approved a motion to adjourn.

Respectfully submitted,
Teri Vierima, Secretary