

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

Open:

Guest and Public Comments:

Approval of Minutes: June 26, 2013

Treasurer's Report:

- Approval of library bills

Official motion to pass revised Meeting Room/Quiet Room Policy

Official motion to pass resolution approving amendment to Dane County Standards for Public Libraries

Elections / Reappointments

President
Secretary
Treasurer
Personnel Committee

Director's Report:

- Staffing Update
- 2014 Budget update/ Budget calendar
- Programming
- Website update
- Seed Library update
- Fundraising 5K/10K update

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
Wednesday, July 24, 2013
7:00 am
105 Perimeter Road, Library Meeting Room

Present: Jessica Gunby, John Kuse, Ben Lizdas, Karla Ott, George Sievers, Paula Craft and Deb Klein, as well as Library Director Jessica Williams

Absent: Dave Boyden

Kuse called the meeting to order at 7:00 am.

Guest and Public Comments

Deb Klein was introduced and provided a brief personal history.

Approval of June 26, 2013 Minutes

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

Elections/ Reappointments

- With a motion by Sievers, second by Ott and unanimous approval of the Board, Kuse was appointed Board President.
- With a motion by Sievers, second by Lizdas and a unanimous approval of the Board, Gunby was appointed Board Secretary.
- With a motion by Kuse, second by Ott and unanimous approval of the Board, Boyden as reappointed Board Treasurer.
- With a motion by Gunby, second by Sievers and unanimous approval of the Board, Ott, Lizdas and Craft were appointed Personnel Committee members.

Treasurer's Report

- Williams reported on behalf of Boyden that the library bills have been approved and that investment returns on the endowment fund were very strong last month.

Meeting Room/Quiet Room Policy

- With a motion by Ott, second by Lizdas and a unanimous approval of the Board, revisions to the policy restricting hazardous and flammable materials was enacted.

Amendment to Dane County Standards for Public Libraries

- With a motion by Gunby, second by Ott and a unanimous approval of the Board, a resolution amending the Dane County standards for public libraries was adopted.

Director's Report

- Williams reported that new hardware and software was being added to the library. This was part of the refresh cycle and already included in 2013 budget. There

- was additional discussion surrounding wireless printing and the software SCLS could provide and support. Lizdas pointed out that it was probably more cost effective to do this independently for now. Williams will review options.
- Williams shared her thoughts regarding staffing needs and asked if she could make adjustments to the number of clerks and the hours worked. Although it was agreed this is within her role and responsibility as Director, Ott motioned, with a second by Klien and unanimous approval of the Board, that additional staff could be added as long as it was cost neutral. There was further discussion about staff evaluations and William's inclination to provide reviews for all staff. She will review potential evaluation templates from both the village and other libraries to simplify the process.
 - Williams shared her progress on the 2014 budget, highlighting some of the increasing costs that can be anticipated. Kuse gave an overview for the new board members on the library budget history and the challenges the lay ahead.
 - Williams reported on the current and future library programs and the tremendous turnout to some of this summer's programs. She also shared how successful the Friends of the Library pie sale was during the recent Art Fair. More pie baking classes to follow!
 - Williams reported on the plans for a seed library and some of the logistics to facilitate the program. This is still in the early planning stage.
 - Williams shared information on hosting a Chamber of Commerce social event at the library. The evening of September 26th is a possibility and would provided and opportunity to highlight fundraising for the endowment fund. She also asked what board members thought about the potential of a 5/K/10K fundraising event. Ott shared that the Friends of the Library didn't reject the idea but were unsure how to support it. Due to upfront costs and planning challenges, it was agreed to keep the fundraising event on the backburner for now. Sievers shared how the Rec. Dept. was working with sponsors to raise funds during a pool movie night. There was some discussion about doing something similar during a library event.

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

None

After a motion by Ott and second by Lizdas, the meeting was adjourned at 8:05 am.

Respectfully submitted,
John Kuse

**Personnel Committee Meeting
Monday, July 29, 2013
11:00 a.m.
Library Director's Office / Study Room**

Open:

Guest and Public Comments:

Library Director's performance review

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.