

**Library Board Meeting
Thursday, September 26, 2013
7:00 a.m.
Library Meeting Room**

Open:

Guest and Public Comments:

Approval of Minutes: August 28, 2013

Treasurer's Report:

- Approval of library bills

Cash reserve

Budget meeting

"Cleaning-up" of the endowment fund accounting/tax status

Director's Report

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
Thursday, September 25, 2013
7:00 am
105 Perimeter Road, Library Meeting Room

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

Absent: Deb Klein

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

Guest and Public Comments

No Guests were present.

Approval of August 28, 2013 Minutes

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

Treasurer's Report

- 1) The Library Fund Balance: The balance is currently at about 10%, with approximately \$60,000. Significant discussion was had regarding the target percentage for this fund balance in the coming years and a consensus reached of 10% of the Operating Budget.
- 2) The Tech Fund Balance: The balance is approximately \$36,000 after the cost of painting is deducted.
- 3) The Endowment: The endowment fund is approximately \$124,000 currently.

Boyden and Williams are scheduled to meet with Dave Ross on October 1st to present the library's budget requests as well as the intent of maintaining a Library Fund Balance at 10% of the Operating Budget. After much discussion among the Board, concern still exists as to the future push by the Village for the Library to utilize the Library Fund balance as part of the Operating Budget. Kuse made the point that usage of the Library Fund will reduce the dollars coming to the library from the Village while at the same time increasing the amount of money the library will request from the Village in the form of Capital Improvements.

Boyden revisited the concern that the Endowment Fund remains part of the revenues in the Operating Budget, when this account is 100% privately funded and separate from all other sources of revenue. It was agreed that at the October 1st meeting with Ross, Boyden will present a summary of the State Statutes (provided by Ott) and the previous Village Board Resolution which acknowledges and mandates that Library Endowments exist as separate entities from the Operating Budget. If the Village does not agree to remove the Endowment from the revenue list, Boyden and Ott will investigate the option of establishing the Endowment as a 501c(3).

Director's Report

Williams updated the Board on preparations for the Chamber of Commerce Social scheduled for the evening. An estimated 75-100 people are expected to attend. Williams will make a brief presentation highlighting library services and introduce/market the Endowment Fund.

Williams updated the Board on the damage from and estimated costs associated with the lightning strike that affected the library on Thursday, September 19th. Williams has consulted the Village and the insurance carrier is aware of the incident. Williams has been instructed to make an itemized list of damaged items and replacement costs.

A motion was made by Ott to authorize Williams to replace and submit to the insurance carrier all damages found to be related to the lightening strike. Lizdas seconded the motion and the motion was carried by unanimous approval by the Board.

The Board also requested that Williams follow-up with the Utility Company and inquire as to hidden damages that may present a future concern or hazard for the library, such as electrical wiring, and to move forward with such an assessment now. The Board asked Williams to investigate more sophisticated surge protection options as well.

Staffing Update

Williams presented the revised Position Description for the Graphic Design Position. A summary of changes to the posting include changing the job description from Library Assistant III to II, changing the title to Technology/Graphic Design Coordinator, and making the requirement of working at the Circulation Desk 3 hours per week part of the initial job description.

Ott made the motion to approve the updated Technology/Graphic Design Coordinator Position Description, Lizdas seconded, and the Board unanimously approved said motion.

Williams will proceed with listing the position.

Adjournment to Closed Session

After a motion by Sievers, second by Ott, and unanimous vote, the Board adjourned to Executive Closed Session as allowed by WI State Statute 19.85(1)(c) to discuss a personnel issue.

Reconvene to Open Session

On a motion by Sievers, seconded by Ott, and unanimous vote, the Board reconvened to Open Session. Williams will proceed with scheduling a meeting with the Personnel Committee to establish a sick time policy for part-time clerks.

After a motion by Ott, second my Lizdas, and unanimous approval by the Board, the meeting was adjourned at 8:30 am.

Respectfully submitted,
Jessica Gunby