

**Library Board Meeting
Tuesday, April 8
3:30 pm
Library Meeting Room**

Open:

Guest and Public Comments:

Discussion of library future needs / utilization of space in library

Mount Horeb Public Library Board
DRAFT Meeting Minutes
Tuesday, April 8, 2014
3:30 pm
105 Perimeter Road, Library Meeting Room

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

Absent:, Ben Lizdas

Kuse called the meeting to order at 3:40 pm.

Guest and Public Comments: None

Discussion of Library Future Needs/Utilization of Space in Library:

The meeting began with a walk-through of the library followed by a sit down discussion. Highlights are as follows:

Computer Lab – Kuse commented that the space in the lab is inefficiently organized. Williams has suggested either moving the computer lab out of the current room into the public space currently occupied by reference shelving, or spreading the computers throughout the library in small clusters. Her concern is the cost of installing another wireless access point verses running cable for internet access. Sievers advocates the use of wireless but indicates that a backup system should be in place as well. In addition, it is likely that the number of computers the library offers patrons will gradually decline in the coming years as fewer patrons will require the use of public computers. It was also suggested that we investigate how the new Madison library, Fitchburg, and Verona have their computers organized in public spaces. A “computer bar” was also discussed and favored by many on the board.

Teen Area – Ott pointed out the need to replace the dinner booth seating currently used in the teen section and also indicated that a different style would likely be used more effectively. Williams would also like to rearrange the seating in this area for better use.

Magazine Racks – Create a nice division between the teen area and open space. However, these may be reduced over time as more periodicals become available digitally. Maybe the wire video/DVD racks would move to this space in the future.

Video/DVD Racks – All agree these are unattractive but a necessary option for the time being since they are movable when extra space is needed for programming.

Collection Shelving – Currently adequate as staff works to weed collection and make most effective use of the space.

Children's Section – More space is needed for children's programming. The current arrangement of shelves and furniture is pleasant but attendance for programs is high and it gets crowded. There is not a ready solution for this besides new construction.

Storage Space/Hallway – The staff currently uses every nook and cranny for storage. The Utility Department also uses some space in the library. The main concern expressed by Kuse and Sievers is the exposed rack of computer hardware in the hallway. As this mainframe does not contain any personal information, liability is reduced should the system be breached. However, it's exposed nature is still of concern as damage to cords or hardware would still be a significant blow to the library. Sievers offered the use of a locking cabinet to increase security. Other options include building a wall at the east end of the hall to allow for locking of the entire hallway. The wall would need only reach the dropped ceiling panels.

Staff Workspace – While the staff is comfortable with the flow of shelving and equipment in this space, it is noticeably inefficient. Better furniture and equipment placement is advised while the size of the workspace appears adequate.

As discussion was brought to a close, the board requested viewing an actual floor plan of the current space to better make suggestions on arrangement options.

Ott motioned and Kuse seconded to adjourn. Meeting was adjourned at 4:28 pm.

Respectfully submitted,
Jessica Gunby

**Library Board Meeting
Thursday, April 24, 2014
7:00 am
Library Meeting Room**

Open:

Guest and Public Comments:

Approval of Minutes: March 27, 2014

Treasurer's Report:

- Approval of library bills
 - Endowment fund discussion / Dave Boyden

Approval of spending last year's remaining collection funds on this year's collection

Discuss Outdoor Lighting

Director's Report

**Mission Statement Discussion/Programming
Questions for library board**

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.

Future Agenda Items: Director's Evaluation

Mount Horeb Public Library Board
DRAFT Meeting Minutes
Thursday, April 24, 2014
7:00 am
105 Perimeter Road, Library Meeting Room

Present: Dave Boyden, Jessica Gunby, Deb Klein, John Kuse, Karla Ott, George Sievers, as well as Library Director Jessica Williams

Absent: Paula Craft, Ben Lizdas

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

Guest and Public Comments: Williams made available multiple “I love my library because....” cards that were collected as part of a library promotion.

Approval of Minutes: March 27, 2014

A correction was made to amend the noted cost of the lamps. Kuse made a motion to approve the amended minutes, Ott seconded the motion, and the minutes passed unanimously.

Treasurer’s Report:

Boyden approved the library bills prior to the meeting.

Boyden lead a discussion on the Endowment Fund, presenting the following three issues:

1. Current Management by the State Bank of Cross Plains – Boyden needed to again follow-up on another erroneous \$115 tax preparation fee in March. He plans to backtrack into 2009 to see what other fees have been inappropriately charged as the current management of the account is consistently sloppy with regards to fees assessed. In addition, Boyden commented on other downsides of the current account management, such as poor online report generation (information is only accurate to the end of the previous month, not current date, and inadequate historical tracking), and a lack of disclosures on statements as well as an inability to explain in voice to voice communication what protection our account holds should the bank become insolvent.

Boyden made the following suggestions:

- a. move to a Vanguard account
- b. keep the account local but go to a more sophisticated model with better reporting (such as with Farmer’s Bank)

2. Use of the Endowment – As the Board has discussed in the past, Boyden revisited the model of using portions of the Endowment on visible projects as a means of validating its existence and soliciting increased donations.

3. 501 (c)3 Status – Boyden also revisited the concern that the Endowment holdings are still viewed inappropriately by the Village Board as revenue accessible to the library if we need it (although the statutes clearly outline an Endowment as a separate financial entity from our operating budget). Boyden strongly suggested that the library board move on making the Endowment Fund protected as a 501 (C) 3 of its own, especially in light of the fact that individuals looking to make donations currently can not find our Endowment on the Guide Star financial listings of non-profit organizations. Options discussed also included having the Mt. Horeb Community Foundation support our Endowment under their 501 (C) 3 status, as allowed by law.

In preparation for action, the following is planned for the next meeting:

Ott to bring a review of legal statutes.

Boyden to bring options for moving the funds to a different financial entity.

Williams to bring current paperwork on the Endowment.

Approval of spending last year's remaining collection funds on this year's collection.

Kuse made a motion to increase the current collection budget by \$6,800, the balance of last year's unspent collection's fund. Ott seconded the motion and there was unanimous approval by the Board.

Discussion of Outdoor Lighting.

Williams reported that a poll worker wrote a letter to the Village requesting better lighting for the path and parking lot. This is an issue the Library Board has already been working on and the public safety concern helps to push this onto the Village agenda. Per the agreement with the Village regarding spending allocations, this project falls under building maintenance and should be taken care of by the Village. Williams has one proposal ready for the large lights and will finish getting a second proposal for matching the shorter, current lights. This issue will then be handed over to the Village for implementation according to their abilities.

Director's Report:

Discussion of the Mission Statement and Programming was tabled for next month.

Williams raised questions of security plans in case of emergencies such as an active shooter in the library. Klein offered to share the School District's procedures as a starting point for Williams to modify as appropriate for the library.

After a motion by Ott, seconded by Klein and unanimous approval, the meeting was adjourned at 8:15 am.

Respectfully submitted,
Jessica Gunby