

**Library Board Meeting
Thursday February 22, 2018
7:00 am Library Meeting Room**

Present: Boyden, Bullette, Craft, Leary, Ott, Salerno and Director Williams
Absent: Goltz

Guests and Public Comments: Jason from FOL

Approval of Minutes: Motion to approve January 25, 2018 minutes made by Leary
Seconded by Bullette
Result of Vote-all in favor

Treasurer's Report: (Boyden) Approval of library bills 80 transactions, caught up on budget for 2017, used \$3000 from Fund balance in 2017, HVAC had 3 service calls, about \$3300 in repairs were made Endowment Fund update - still positive year to date despite market fluctuations. \$1100 of Contributions in February, today's balance is \$179,074

Motion to Adjourn to executive closed session as allowed by WI State Statute 19.85(1)(c) to consider and discuss personnel matter(s) made by Craft
Seconded by Bullette
Result of Vote-all in favor

Reconvene to open session for any action regarding closed session
Motion by Craft to reconvene to open session
Seconded by Boyden
Result of Vote-all in favor

Presentation of 2017 Annual Report (see attached report) all present viewed a PowerPoint presentation
Circulation down 4.88% overall, staff turnover has most likely been a factor
9% decrease in holds is an issue, MH patrons tend to buy rather than put on hold for both paper books and e-holds, Koha issues may also contribute to the problems
2018 will have fewer programs, Linda did many off-site story times and programs, will focus on more in-house presentations
All collections increased in 2017.

Actions in place to increase checkouts: Have put more children's collections at eye level for kids, put notices about holds take less time than you think, keeping social media updated are all in place

Director's Report: (See Attached written report)

Review & Discuss

Sound system request of \$250 from community group-will draft 5-year Memorandum of Understanding re: use of the system for \$250 contribution to the equipment costs

Strategic planning for Endowment

Cheat sheet for Endowment fund (i.e. 501(c)3, Government entity) (tabled)

Graphic designer for Endowment marketing (tabled)

Library space update-the Board toured the main room and computer lab to review options for moving magazines and newspapers into current computer lab vs re-arranging shelving in the main library area. Consensus was to move the shelving and items into the computer lab along with the coffee station.

Will keep 1 computer station in the computer lab and move 2 tables in from other library areas. Other computer stations will be re-located into several areas of the library.

Parks and Rec would like to demonstrate how to correctly plant trees by planting 2 outside of the Library -was approved by consensus

Several people have requested programs re: how to react in an active shooter program, can do a public program but need to train staff first

Future Agenda items -Endowment options, Madison Community Foundation matching program

Next meeting-March 22, 2018

**Motion to adjourn made by Bullette
Seconded by Boyden
Result of Vote-all in favor**