

**VILLAGE OF GRAFTON**

**JOINT LIBRARY BOARD MEETING MINUTES**

**February 25, 2013**  
(Unapproved)

President Harry Rollings called the Joint Library Board meeting to order at 6:33 p.m.

Members Present: Harry Rollings, Linda Steffens, Judy Baer, Trustee Lisa Harbeck,  
Deb Gruenwald

Excused: Susan Hoffman, Supervisor Karron Stockwell

Staff/Officials Present: Library Director John Hanson

**MINUTES**

Motion by Trustee Lisa Harbeck, seconded by President Harry Rollings, to approve the January 28, 2013 minutes, as presented. Approved Unanimously.

**AUTHORIZATION OF DISBURSEMENTS**

Director Hanson noted expenses for Dillett Mechanical Services to repair air volume boxes and the annual testing of smoke detectors by Guetzke & Associates. There were also some cube chairs purchased for the youth library. All other expenses were routine.

Motion by Linda Steffens, seconded by Judy Baer, to authorize payment of the library disbursements. Approved unanimously.

**FINANCIAL REPORT**

Director Hanson reported that all is on target for 2013.

**CONVENE TO CLOSED SESSION PURSUANT TO WISCONSIN STATUTES 19.85(1) (C) FOR PERSONNEL MATTERS (EMPLOYEE CLASSIFICATION AND COMPENSATION REVIEW)**

Motion by Judy Baer, Seconded by Linda Steffens, to convene to closed session at 6:45 p.m. Approved by Roll Call Vote.

Details of an employee dismissal were shared.

**RE-CONVENE TO OPEN SESSION AND THE REGULAR ORDER OF BUSINESS**

Motion by Deb Gruenwald, seconded by Linda Steffens, to re-convene to open session and the regular order of business at 7:00 p.m. Approved by Roll Call Vote.

## **APPROVE HIRING A LIBRARY ASSISTANT**

Motion by Trustee Lisa Harbeck, seconded by Judy Baer, to approve hiring a replacement library assistant. Approved unanimously.

## **NEW BUSINESS**

Director Hanson shared a proposal going to the village board based on extensive research of job descriptions and pay grade positions. The board was unanimously supportive of this proposal.

## **APPROVE COMPENSATION FOR LIBRARY DIRECTOR FOR 2013**

Motion by Trustee Lisa Harbeck, seconded by President Harry Rollings, to approve the compensation for Library Director for 2013, based on the Evaluation score. Approved unanimously.

## **LIBRARY DONOR FUND**

There were several donations for the book festival.

## **CURRENT LIBRARY EVENTS**

Judy Jones attended a Youth Services meeting at the ESLs offices on February 8.

The library will be holding its second Civil War Expo on March 2, sponsored by members of the Sons of Union Veterans of the Civil War. Over a dozen participants will demonstrate the relics, costume, firearms and music of the time. Learn how the Civil War still affects us today.

The movie "Argo" was shown on February 20.

A Super Saturday Movie event was held February 23. The movie "Hotel Transylvania" was shown.

A Book to Movie Dinner Club event will be held March 6. The club will view and discuss the book "Molly: An American Girl on the Home Front."

## **LIBRARY STATE ANNUAL REPORT**

The board perused the Library State Annual Report. President Harry Rollings highlighted information on broadband connections in Wisconsin being inferior to the majority of other states.

Motion by Linda Steffens, seconded by Judy Baer, to approve the Library State Annual Report as presented. Approved unanimously.

## **BENCHMARK MEASUREMENTS**

Circulation has decreased slightly, which is a trend across libraries for a variety of reasons.

**REFERENCE DESK FURNITURE**

Director Hanson showed the board the current furniture being used at this time, and the proposed furniture to be purchased.

Motion by Deb Gruenwald, seconded by Linda Steffens, to approve purchase of reference desk furniture not to exceed \$1,500.00. Approved unanimously.

**ADJOURN**

Motion by Trustee Lisa Harbeck, seconded by Judy Baer, to adjourn the meeting at 8:00 p.m. Approved Unanimously.