

VILLAGE OF GRAFTON

JOINT LIBRARY BOARD MEETING MINUTES

August 26, 2013
(Unapproved)

President Harry Rollings called the Joint Library Board meeting to order at 6:40 p.m.

Members present: Harry Rollings, Supervisor Karron Stockwell, Susan Hoffman, Deb Gruenwald, Trustee Lisa Harbeck, Judy Baer

Staff/Officials present: Library Director John Hanson

MINUTES

Motion by Supervisor Karron Stockwell, seconded by Judy Baer to approve the June 24, 2013 minutes, as presented. Motion carried.

AUTHORIZATION OF DISBURSEMENTS

Director Hanson noted expenses for the air conditioning repair by Sterling Mechanical and the annual software licenses for antivirus and security software. Gift cards were purchased as incentives for the Summer Reading Program.

Motion by Deb Gruenwald , seconded by Trustee Lisa Harbeck to authorize payment of the library disbursements. Motion carried.

FINANCIAL REPORT

Director Hanson reported that all is progressing as expected. The error under Library System Revenues will be corrected.

LIBRARY DONOR FUND

There was a generous donation from the Helen Miller Trust in the amount of \$4,253.50.

CURRENT LIBRARY EVENTS

Judy Jones has been appointed to the WLA Leadership Committee. She attended her first meeting in Madison on June 18. The committee is responsible for helping to orient members to the various WLA committees.

The first Autism program was held on July 9. Judy Jones and a representative from the Birth to Three Program conducted activities for several autistic children.

On July 26, Leslie Jochman participated in a webinar that discussed information and resources to assist libraries with questions about the Affordable Care Act and help customers connect with the information they need. This was sponsored by OCLCs Webjunction.

The library participated in the Steppin' Out in Grafton – Ladies Night Out event. It was held the evening of August 6.

The Integrated Library Software Polaris was upgraded on August 6. Easicat was down for much of the day; however the library used the offline mode to check out items to customers. The upgrade included a reindexing of the Easicat database to improve search results.

The Fall Story Time is scheduled on Mondays from September 9 – 30. There will be two sessions each day.

BENCHMARK MEASUREMENTS

Year to date 2013 circulation of library materials is 8.3 percent lower than 2012 circulation.

Attendance for all adult and youth programs is 6.2 percent lower than last year's attendance.

Public computer usage is 1.3 percent lower than last year's computer use.

Discussion followed in regards to promotion of library programs to result in increased awareness and attendance.

LIBRARY MISSION DOCUMENT

Director Hanson summarized the information provided. There was a question as to whether under the "expenditures" category; the term "personal" should be "personnel" to be grammatically correct.

2014 LIBRARY BUDGET

Director Hanson gave a general concept of the 2014 budget using estimates available.

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 Susan Hoffman to convene to closed session at 7:43 p.m. Approved by Roll Call Vote.

The Mid-term Evaluation for Director Hanson was perused and discussed. The board will continue this discussion at the September 23 meeting.

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

Motion by Trustee Lisa Harbeck, seconded by Judy Baer, to re-convene to open session and the regular order of business at 7:58 p.m. Approved by Roll Call Vote.

ADJOURN

Motion by Supervisor Karron Stockwell, seconded by Susan Hoffman to adjourn the meeting at 8:00 p.m. Motion carried.