

VILLAGE OF GRAFTON

JOINT LIBRARY BOARD MEETING MINUTES

FEBRUARY 24, 2014

(Unapproved)

Vice President Susan Hoffman called the Joint Library Board meeting to order at 6:30 p.m.

Members present: Susan Hoffman, Deb Gruenwald, Lucy Wyka, Judy Baer, Trustee Dean Proefrock

Members excused: Harry Rollins and Supervisor Karron Stockwell

Staff/Officials present: Library Director John Hanson

MINUTES

Motion by Judy Baer, seconded by Trustee Dean Proefrock, to approve the November 25, 2013 minutes, as presented. Motion carried.

AUTHORIZATION OF DISBURSEMENTS

Director Hanson noted the annual Tech Support fee of \$900.00 which is paid by all libraries in batch one of disbursement listing. In batch two, the new boiler installation by J&H Heating Incorporated was mentioned. Batch three listed the expense for the new magazine database, Zinio, featuring 170 magazines. In batch four, Director Hanson noted the smoke detector annual testing for \$740.00 and the annual fee for movie licensing of \$385.00.

Motion by Deb Gruenwald, seconded by Judy Baer, to authorize payment of the library disbursements. Motion carried.

FINANCIAL REPORT

Director Hanson reported revenues progressing as expected.

LIBRARY DONOR FUND

Minimal activity to report.

CURRENT LIBRARY EVENTS

Judy Jones attended a Caldecott and Newberry book award workshop at the Port Washington Library on January 13. Mock elections were held to select award winning books for 2013.

The library held a Teen Board Game Night on January 14.

Judy Jones participated in a School-Age Children and Teen Programming webinar on January 15.

On January 17, Judy Jones and Karen Thatcher attended a Summer Reading Program workshop at the Manitowoc Library.

Two historical stitching classes were held in January. A Candlewick class was held January 22 and a Swedish Huck Weaving class was held January 29.

Director Hanson met with clients of Providence Place to discuss homebound delivery services offered by the library. He delivered books to five new homebound clients.

On January 28, the library introduced a "Must Love Books Book Club" for teens. For this book group, participants read what they want, and then share, compare and discuss.

The Teen Creative Writing Club is continuing into 2014. The first meeting was held on February 11.

A March Madness Book Tournament is being held at the library, whereby books compete in games against each other. People vote for their favorite books in five different rounds. Voting enters people into a drawing for a grand prize. The youth library is also holding a Slam Dunk story time and a NCAA Trivia Contest.

BENCHMARK MEASUREMENTS

Circulation of library materials for 2013 is 7.9 percent lower than 2012. Attendance for all 2013 adult and youth programs is 4.5 percent lower than last year's attendance. Public computer usage for 2013 is 1 percent higher than last year's computer use.

MEDICAL LEAVE SEPARATION BANK POLICY

Motion by Deb Gruenwald, seconded by Trustee Proefrock, to approve the Medical Leave Separation Bank Policy as presented. Motion carried.

ASPHALT SEALING OF PARKING LOT

Motion by Judy Baer, seconded by Deb Gruenwald, to approve the asphalt sealing of the library parking lot. Motion carried.

LEGO CLUB PURCHASE

The Lego Clubs will enhance the library's early literacy services, as well as expand its offering of programs for older youth. A Wee Lego Club will be offered for ages 4-6. A Lego Club for ages 7-11 will also be offered. A third Lego Club will be offered to

children ages 7-11 with developmental disabilities.

Motion by Trustee Proefrock, seconded by Judy Baer, to approve the purchase of Lego items with funds from the Grafton Library Donor Fund. Motion carried.

STATE ANNUAL REPORT

Director Hanson explained various details of the report.

Motion by Trustee Proefrock, seconded by Judy Baer, to approve the State Annual Report as submitted. Motion carried.

OLD/NEW BUSINESS

There will be a new fiber optic upgrade which will triple the bandwidth for all internet and broadband services.

Discussion took place as to how the library can better promote the wide variety of programming, particularly targeting parents and children.

Director Hanson served on the search committee for a new director of the ESLS. A person from Iowa has been hired.

It was agreed by the Board that a policy should be in place banning the use of e-cigarettes in the library.

Judy Baer expressed the need for a portable CD player that could be checked out to patrons.

ADJOURN

Motion by Deb Gruenwald, seconded by Trustee Dean Proefrock, to adjourn the meeting at 7:35 p.m. Motion carried.