

**VILLAGE OF GRAFTON**

**JOINT LIBRARY BOARD MEETING MINUTES**

**MAY 11, 2009**

(Unapproved)

President Dave Antoine called the Joint Library Board meeting to order at 6:34 p.m.

Members Present: Dave Antoine, Trustee David Liss, Rita Liesiefsky, Deb Gruenwald, Maggy Kuhn

Absent: Supervisor Nancy Rogers

Staff/Officials Present: Library Director John Hanson

**ELECTION OF OFFICERS**

The Board recommended the following officers for 2009-2010

President – Dave Antoine

Vice-President – Supervisor Nancy Rogers

Secretary – Trustee David Liss

Treasurer – Rita Liesiefsky

The 2009-2010 Library Board Officers were approved by consensus (Dave Antoine - abstained).

**MINUTES**

Motion by Deb Gruenwald, seconded by Dave Antoine, to approve the March 30, 2009 minutes, as presented. Approved unanimously.

**AUTHORIZATION OF DISBURSEMENTS**

Director Hanson reviewed several line item expenditures including: line 210 contractual services, charges for performers as part of the summer reading program and Polaris system support, and line 248 repair and maintenance, repairs to the HVAC system. Director Hanson indicated that the system is ready to go and should not need any additional service. Director Hanson also stated there were charges for the volunteer luncheon hosted by the library to thank the volunteers who assist at the facility. Dave Antoine questioned the charge for security strips. Director Hanson responded that the library orders a large quantity of the security strips since they are utilized on all items.

Motion by Trustee David Liss, seconded by Deb Gruenwald, to authorize payment of the Library disbursements. Approved unanimously.

## **FINANCIAL REPORT**

Director Hanson reported that was nothing noteworthy to report regarding revenues. Director Hanson indicated that the expenditures for contractual services and repairs and maintenance are high for this time of the year. The contractual services account should stabilize since the majority of the work for the year is completed. The repairs and maintenance account balance is because of problems with the HVAC system.

Motion by Rita Liesiefsky, seconded by Dave Antoine, to approve the financial report as written. Approved unanimously.

## **REVIEW LIBRARY DONOR FUND**

There were three deposits to the donor fund in the past month. One was from the book sale/WE Care program and the other two were from interest earned.

## **CURRENT LIBRARY EVENTS**

On April 16, Mary Jo Hansen attended 'An Ounce of Prevention: Health References Basics' teleconference at the ESLS offices.

In April, Mary Jo Hansen attended a Jobs-Searching, Training and Support meeting, where attendees discussed what job related services they would like included in a grant for ESLS.

Master Gardner Kathleen Awe conducted a program on cultivating a vegetable garden on Wednesday April 29.

On May 1, Mary Jo Hansen attended an Investment and Financial Reference Resources workshop at the Mequon Library.

The Ozaukee Humane Society will be at the Library on May 16 for their annual Adopt an Animal program. In addition to bringing animals available for adoption, pet-related literature will be available.

A Spring Plant Exchange will be held on May 14, 15 and 16, in the upper level meeting room. People who bring plants receive coupons for another plant.

On May 20, Director Hanson will attend the Annual Library Council Conference held at the Boerner Botanical Gardens.

Library customers will be able to vote for their favorite novels during April and May, and the Library will compile a list of the ten most popular books.

On May 22, Mary Jo Hansen will attend a Legal Reference Workshop at the Mequon Public Library. It will be conducted by the Ozaukee County Circuit Court Commissioner Darcy McManus.

Judy Jones will attend the Outstanding New Books for Children and Young Adults program on June 3, at the Mequon Public Library.

### **LIGHTING RETROFIT PROJECT**

Director Hanson explained to the Board that this is part of the Village's comprehensive Sustainable Grafton initiative. The retrofit includes improvements to the energy usage of each of the Village's buildings. Four (4) quotes were received for the library portion of the project. Costs range from \$14,497 up to \$61,500. Director Hanson indicated that this is the same project that was discussed at an earlier meeting and was later rejected by the Village Board because the costs were too high. Director Hanson stated that this project will be paid in full by the Village and the Library will pay back the costs over the next couple of years with no interest being charged to the Library.

Motion by Rita Liesiefsky, seconded by Maggy Kuhn, to approve a contract Steiner Electric, West Bend, WI, to furnish and install replacement light fixtures in the Library at a cost of \$14,497. Approved unanimously.

### **OLD/NEW BUSINESS**

Director Hanson is recommending the pillars on the outside entrance be replaced with pillars similar to the ones replaced in 2008. The Board viewed the current pillars requested for replacement. Director Hanson informed the members that he received a price quote from the Public Works Department to complete the replacement work for approximately \$2,000. The Board directed Director Hanson to proceed with this project.

Director Hanson informed the Board that he added the elevator to the 5-year capital improvement program. He stated that during the last maintenance call on the elevator, the technician informed him that the elevator is 20+ years old and will need some work in the next couple of years that could cost up to \$30,000. Dave Antoine asked if NSAA is going to pay for a part of this if the repairs are needed in the future. Director Hanson said he talked to the Village Administrator regarding NSAA sharing in the costs and the matter is being reviewed.

Director Hanson stated that a new cleaning company will be starting at the Library in the next couple of weeks. He has not been happy with the quality of cleaning received from the current cleaning provider.

Director Hanson informed the Board that the Library received a grant from the Department of Labor and an individual will be starting at the Library working 20 hours per week. Director Hanson stated that this new employee will not cost the library anything as the Department of Labor will be paying this employee as part of the program. Director Hanson said he brought this to the Board a few meetings ago. He also noted that this is a two-year program.

Director Hanson distributed copies of an article from West Bend regarding four (4) Library Board members that were dismissed for refusing to remove controversial books

from the West Bend library. Director Hanson stated that if any Board member is approached by anyone regarding removing books from the Library they should refer them to Director Hanson to discuss their concerns.

**ADJOURN**

Motion by Rita Liesiefsky, seconded by Maggy Kuhn, to adjourn the meeting at 7:20 p.m. Approved unanimously.