

VILLAGE OF GRAFTON

JOINT LIBRARY BOARD MEETING MINUTES

April 28, 2014
(Unapproved)

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

Members present: Harry Rollings, Susan Hoffman, Deb Gruenwald, Lucy Wyka, Supervisor Karron Stockwell

Staff/Officials present: Library Director John Hanson

ELECTION OF OFFICERS

The Board recommended the following slate of officers for 2014 – 2015:

President – Harry Rollings
Vice-President – Susan Hoffman
Secretary – Deb Gruenwald
Treasurer – Judy Baer

Motion by Supervisor Karron Stockwell, seconded by Susan Hoffman to approve the 2014 – 2015 slate of Library Board Officers as presented. Motion carried.

MINUTES

Motion by Susan Hoffman, seconded by Lucy Wyka, to approve the March 24, 2014 minutes, as presented. Motion carried.

AUTHORIZATION OF DISBURSEMENTS

Director Hanson noted the seven new Dell computers purchased, repairs and maintenance done by Sterling Mechanical Services, and the five year pipe inspection.

Motion by Deb Gruenwald, seconded by Lucy Wyka, to authorize payment of the library disbursements. Motion carried.

FINANCIAL REPORT

Director Hanson reported revenues progressing as expected.

LIBRARY DONOR FUND

No new information.

CURRENT LIBRARY EVENTS

Wisconsin Humane Society - Ozaukee Campus representatives visited the library on Saturday,

April 19. They provided information on the animal adoption process. They also brought some adoptable animals.

As part of Money Smart Week on April 9, the library set up a life size Candy Land game that youth could play while learning different money concepts.

The Friends Semi-Annual book Sale was held from April 11 - 14.

The Spring Plant Exchange will be held May 15 - 17. Ozaukee Master Gardeners will assist with the exchange.

This summer, the library will introduce an Adult Summer Reading Program. It will operate similarly to the Children's program. Adults will submit titles of books they read or listened to, which will qualify them to win prizes. They will also be invited to write book reviews to be used in a display and posted on library sponsored social media.

Library surveys are being distributed to young adult and adult customers. They are available in the library, and through the library web site. Results will be shared with the Library Board and library staff. The survey results will be a valuable tool to use as we attempt to improve our services.

BENCHMARK MEASUREMENTS

Circulation of library materials, not including eBooks, is down 9.8 percent. Program attendance is up 30.8 percent. Public computer use is down 10.4 percent. Many patrons bring their own computers to use at the library.

REVISED FAX POLICY

Motion by Supervisor Karron Stockwell, seconded by Susan Hoffman, to approve the updated fax policy as proposed. Motion carried.

REVISED DVD/VHS FINE AND DVD/BOOKS ON CD/VHS LIMIT POLICIES

Motion by Deb Gruenwald, seconded by Lucy Wyka to approve DVD/VHS fine; and DVD/Books on CD/VHS limit policies as proposed. Motion carried.

REVISED PATRON CONDUCT POLICY

Motion by Supervisor Karron Stockwell, seconded by Deb Gruenwald, to approve the updated Rules and Regulations for Patron Conduct as presented. Motion carried.

EARLY LITERACY CENTER COMPUTER PURCHASE

Motion by Lucy Wyka, seconded by Susan Hoffman, to approve purchase of

Early Literacy Center computer, using the Grafton Library Donor Fund. Motion carried.

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

Motion by Supervisor Karron Stockwell, Seconded by Deb Gruenwald, to convene to closed session at 7:40 p.m.

Chair Rollings - Aye	Susan Hoffman - Aye
Deb Gruenwald - Aye	Lucy Wyka - Aye
Supervisor Karron Stockwell - Aye	

Motion carried by roll call vote.

During the 15 minute closed session, the Library Board perused and discussed the appraisal of the Library Director.

RECONVENE TO OPEN SESSION AND THE REGULAR ORDER OF BUSINESS

Motion by Susan Hoffman, seconded by Supervisor Karron Stockwell, to reconvene to open session and the regular order of business at 7:55 p.m.

Chair Rollings - Aye	Susan Hoffman - Aye
Deb Gruenwald - Aye	Lucy Wyka - Aye
Supervisor Karron Stockwell - Aye	

Motion carried by roll call vote.

Motion by Supervisor Karron Stockwell, seconded by Deb Gruenwald, to approve the appraisal for the Library Director and related 2014 merit increase as presented. Motion carried.

OLD/NEW BUSINESS

There will not be a Joint Library Board meeting in the month of May unless unexpected business arises. In that case, Director Hanson will contact board members.

ADJOURN

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