

VILLAGE OF GRAFTON

JOINT LIBRARY BOARD MEETING MINUTES

SEPTEMBER 22, 2014

(Unapproved)

President Harry Rollings called the Joint Library Board meeting to order at 6:30 p.m.

Members present: Harry Rollings, Susan Hoffman, Trustee Dean Proefrock, Lucy Wyka, Supervisor Karron Stockwell, Judy Baer

Staff/Officials present: Library Director John Hanson

MINUTES

Suggestion made to include attendance statistics for specific library events.

Motion by Judy Baer, seconded by Lucy Wyka, to approve the August 25, 2014 minutes, as presented. Motion carried.

AUTHORIZATION OF DISBURSEMENTS

Director Hanson reported that several smoke detectors were replaced, identified invoices for three staff members to attend the upcoming WLA conference, and identified the annual magazine subscription invoice.

Motion by Supervisor Karron Stockwell, seconded by Judy Baer, to authorize payment of the library disbursements. Motion carried.

FINANCIAL REPORT

Director Hanson reported the expenses are proceeding as expected.

LIBRARY DONOR FUND

Discussion was held regarding the significant amount of donor funds that are used to support the library's book and audio-visual collection. A suggestion was made to inform the Village and Town of this level of support.

Discussion was held regarding the circulation of eBooks, and how they should be included in circulation statistics. Director Hanson explained some reports include eBook circulation, though not the state reports. Director Hanson will speak with the ESLS automation consultant to see if these statistics can be provided monthly.

CURRENT LIBRARY EVENTS

Biscornu stitching classes were held at the library on September 16. On October 14, penny rug stitching classes will also be held at the library.

Director Hanson will attend a "Lead the Revolution: Leading Change by Changing

Leaders” workshop on October 6. It will be held at the Franklin Public Library.

The Workforce Development Center will be at the library for drop-in job help sessions on October 7.

A “Retirement Investing” class will be held October 15.

A book signing by Jim Rice will be held October 23. He will be discussing and signing his latest book on the Packer Bear football rivalry.

Judy Jones received a \$2,000 Target grant for conducting interactive story times. Equipment purchased with the money will enable the library to record story times to post on the library’s web site and social media sites.

BENCHMARK MEASUREMENTS

Discussion was held about declining computer use and how many people bring their own computers to the library. It was recognized that more people are using computers at home since they are more affordable.

CREATE AND RECRUIT NEW LIBRARY ASSISTANT I POSITION

Motion by Harry Rollings, seconded by Susan Hoffman, to amend the Personnel Schedule to reclassify the Library Assistant II position from 1.00 FTE to 0.90 FTE. Motion carried.

Motion by Supervisor Stockwell, seconded by Trustee Proefrock, to create a 12 hour/week (0.30 FTE) Library Assistant I position and authorize the Library Director to recruit for the new position. Motion carried.

2015 LIBRARY BUDGET

Director Hanson summarized recent changes to the 2015 budget, including the reduction in health insurance expenses and the reduction in liability insurance. Computer purchases were included in the library budget, and some additional money was moved into the book account. The resealing of the parking lot has been earmarked for 2015.

Motion by Trustee Proefrock, seconded by Lucy Wyka, to approve the 2015 budget as presented. Motion carried.

OLD/NEW BUSINESS

Director Hanson shared a thank you letter from a Cedarburg resident who enjoyed using the Grafton Library while the Cedarburg Library was closed, and also donated some money to the Grafton Library.

It was decided not to have a library board meeting for October and December of 2014. The next meeting will be November 24.

ADJOURN

Motion by Karron Stockwell, seconded by Lucy Wyka, to adjourn the meeting at 7:45 p.m. Motion carried.