

VILLAGE OF GRAFTON

JOINT LIBRARY BOARD MEETING MINUTES

June 22, 2015

(Unapproved)

President Harry Rollings called the Joint Library Board meeting to order at 6:35 p.m.

Members present: Harry Rollings, Deb Gruenwald, Judy Baer, Trustee Dean Proefrock, and Supervisor Karron Stockwell

Members excused: Susan Hoffman

Staff/Officials present: Library Director John Hanson

MINUTES

Motion by Supervisor Karron Stockwell, seconded by Judy Baer, to approve the April 27, 2015 minutes, as presented. Motion carried.

AUTHORIZATION OF DISBURSEMENTS

Director Hanson noted the purchase of a computer, the resealing of the parking lot by Gierach's Grading and Paving, Inc. and the new color laser printer purchased from Quill Corporation.

Motion by Trustee Dean Proefrock, 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

Director Hanson summarized the deposits and withdrawals.

CURRENT LIBRARY EVENTS

A Tech Tuesday program was held at the Senior Center on April 28. The topic was Facebook (Attendance 7). The topic May 12 was Online Searching (Attendance 4). The topic May 26 was Easy Apps (Attendance 6). The topic June 2 was Online Safety (Attendance 1).

An April 29, Paper Butterflies craft class was held at the library (Attendance 14).

On April 30, a Retirement Investing workshop was held at the library (Attendance 3).

The library plant exchange was held May 7, 8 and 9. The Ozaukee Master Gardeners assisted with the exchange (Attendance 18).

The first Non-Fiction Book Club scheduled for May 1 (Attendance 0). The Non-Fiction Book Club met on June 5 (Attendance 5).

A Book Birdhouses class was held May 1 (Attendance 9). This class was also held on May 13 (Attendance 13).

A book signing by local author John Luthens was held on June 8 (Attendance 10).

The summer reading program was kicked off with a Super Saturday sign-up day. There are now summer reading programs for four different age groups: infants, children, teens, and adults. Staff have spent a lot of time preparing for the program, including writing to local companies for sponsorship, decorating, hiring performers, designing programs, and visiting all local schools to do presentations for K-8 students.

An architect from FEH Associates met with library staff on June 17. He gathered information to assist with the remodel project. This included a discussion of goals and objectives of library services.

BENCHMARK MEASUREMENTS

2015 circulation of library materials is 2.5 percent higher than 2014 circulation. Attendance for all adult and youth programs is 9.2 percent higher than last year's attendance. Public computer usage is 8.9 percent higher than last year's computer use.

HOMEBOUND DELIVERY POLICY

Director Hanson recommended updating the Homebound Delivery policy to read: "Delivery services will be provided to homebound residents who do not live in a group home or senior living facility."

Motion by Deb Gruenwald, seconded by Supervisor Karron Stockwell, to approve the updated homebound delivery policy. Motion carried.

OLD/NEW BUSINESS

Director Hanson updated the board on his conversation with the Village's Director of Administrative Services. It was advised to not invest donor fund money in municipal bonds, and CDs are not recommended since they have a longer maturity date and rates that are low.

To clarify personnel manual changes at the previous library board meeting, Director Hanson clarified that the Village Board has never granted an additional holiday to employees.

ADJOURN

Motion by Judy Baer, seconded by Trustee Dean Proefrock, to adjourn the meeting at 7:30 p.m. Motion carried.