

VILLAGE OF GRAFTON
JOINT LIBRARY BOARD MEETING MINUTES

November 23, 2015
(Unapproved)

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

Members present: Susan Hoffman, Deb Gruenwald, Supervisor Karron Stockwell, Trustee Dean Proefrock, and Charles Kramer

Members excused: Harry Rollings and Molly Lucareli

Staff/Officials present: Library Director John Hanson

HEAR PERSONS WISHING TO BE HEARD

Supervisor Karron Stockwell made the suggestion that for future tree decorating in the Paramount Plaza, the library could look to their many creative customers for ideas and help with decorating the tree. This topic will be revisited in the future.

MINUTES

Motion by Supervisor Karron Stockwell, seconded by Trustee Dean Proefrock, to approve the October 26, 2015 minutes, as presented. Motion carried.

AUTHORIZATION OF DISBURSEMENTS

Director Hanson noted the annual expenses to ESLs for a variety of contractual services.

Motion by Trustee Dean Proefrock, seconded by Susan Hoffman, 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

An Open Make Time was held October 20 (Attendance 1).

A Tech Time Drop-in Tech Help session was held Oct. 27 (Attendance 1).

Judy Jones received a Sensory Friendly Storytimes grant for \$481. The money will be used to purchase fidget toys for participants of some of the youth programs.

On October 28 a Going Beyond Books: The Library Telescope program was held (Attendance 5).

Director Hanson attended The Future of the American Public Library program on October 29. It was held at Marquette University.

The November 6 Non-Fiction book club discussed brain health (Attendance 5).

The Tech Tuesday on November 10 covered using the digital art software ArtRage that is part of the Makerspace (Attendance 14).

A Self Publishing class was held on November 11. The program Scrivener was demonstrated. This software is available in the Makerspace (Attendance 5).

Judy Jones and Nicolette Birkholz attended the ESLS Youth Services meeting on November 13. The meeting was held at the ESLS offices.

A Holiday Stars paper craft program was held November 13 (Attendance 12).

The youth library held various programs during October, including family storytimes, pajama storytimes, Babygarten classes, toddler times, preschool storytimes, and a super Saturday movie.

BENCHMARK MEASUREMENTS

2015 circulation of library material is 3.3 percent lower than 2014 circulation. Attendance for all adult and youth programs is 1.2 percent lower than last year's attendance. Public computer usage is 2.8 percent higher than last year's computer use.

LIBRARY ASSISTANT I POSITIONS

Motion by Deb Gruenwald, seconded by Charles Kramer, to authorize the Library Director to hire a 13.5 hour a week Library Assistant I. Motion carried.

Motion by Supervisor Karron Stockwell, seconded by Susan Hoffman, to authorize the Library Director to hire a 21 hour a week Library Assistant I. Motion carried.

GROUP HEALTH INSURANCE PROGRAM POLICY

Motion by Trustee Dean Proefrock, seconded by Charles Kramer, to approve revised Section 20.05 of the Personnel Handbook regarding Group Health Insurance Program policy. Motion carried.

EMPLOYEE POLITICAL ACTIVITY POLICY

Motion by Supervisor Karron Stockwell, seconded by Deb Gruenwald, to approve an amendment to Section 1.04 of the Personnel Handbook regarding employee political activity. Motion carried.

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

Motion by Trustee Dean Proefrock, seconded by Deb Gruenwald, to convene to closed session at 7:05 p.m. Motion carried by Roll Call vote.

Deb Gruenwald – Aye, Trustee Dean Proefrock – Aye, Charles Kramer – Aye, Susan Hoffman – Aye, and Supervisor Karron Stockwell - Aye

During the closed session of 10 minutes, the Library Board perused and discussed the Employee Compensation for 2016 which is consistent with Village of Grafton expectations.

RE-CONVENE TO OPEN SESSION AND THE REGULAR ORDER OF BUSINESS

Motion by Susan Hoffman, seconded by Deb Gruenwald, to re-convene to open session and the regular order of business at 7:15 p.m. Motion carried by Roll Call vote.

APPROVE EMPLOYEE COMPENSATION

Motion by Charles Kramer, seconded by Trustee Dean Proefrock, to approve the Employee Compensation plan including the two percent cost of living increase as presented. Motion carried.

OLD/NEW BUSINESS

There will not be a Library Board meeting in December. The next meeting will be on January 25, 2016.

The library is paying the same amount to Time Warner Cable as other departments. Other options may be possible.

President Harry Rollings will be resigning from his position on the ESLS Board. His time and efforts in this role are very much appreciated by our Library Board!

ADJOURN

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