

## **VILLAGE OF GRAFTON**

### **JOINT LIBRARY BOARD MEETING MINUTES**

**JULY 13, 2009**

(Unapproved)

President Dave Antoine called the Joint Library Board meeting to order at 6:33 p.m.

Members Present: Dave Antoine, Trustee David Liss, Rita Liesiefsky, Deb Gruenwald, Supervisor Nancy Rogers

Absent: Maggy Kuhn

Staff/Officials Present: Library Director John Hanson

#### **MINUTES**

Motion by Deb Gruenwald, seconded by Rita Liesiefsky, to approve the May 11, 2009 minutes, as presented. Approved unanimously.

#### **AUTHORIZATION OF DISBURSEMENTS**

Director Hanson informed Board that there were two batches of disbursements because the Board did not have a June meeting. Director Hanson reviewed several of the expenditures. Expenditure line 210 is a yearly payment to Envisionware for licensing and line 248 includes a bill for previous boiler repair and elevator repair.

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

#### **FINANCIAL REPORT**

Director Hanson distributed a new summary with corrected information for the period ending June 30. He indicated that the Library is currently at 47 percent of its budget for the first half of the year.

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

#### **REVIEW LIBRARY DONOR FUND**

Director Hanson informed the members that the Library has received an anonymous \$1,000 donation. He also made note of interest earned and book sale money deposited. There were no withdrawals in the account.

#### **CURRENT LIBRARY EVENTS**

During the week of May 18, Judy Jones visited the local elementary schools to promote the upcoming Summer Reading Program. This year's theme is 'Be Creative at Your Library.' Many activities are being planned, including a variety of story times, movies and children's workshops. Teen events will include a jewelry designing program, a teen book discussion and a Guitar Hero Contest.

On May 18, an Honoring Veterans program was held at the library. The program covered the activities of students who researched the stories behind many of the Veterans Memorials of Ozaukee County, and wrote and produced podcasts about the memorials.

Barb Lalk and Amy Tomson attended a Badgerlink and WISCAT Searching workshop on May 20, at the Sheboygan Public Library.

A staff Reference Workshop was held on June 10. Topics will include financial and investment websites, Badgerlink and Summer Reading Program information.

During the first week of July, work began on the lighting project. Most of the light fixtures that will be changed are in the adult library. This project is anticipated to take a couple of weeks.

During the week of July 13, the Library is holding a silent auction in honor of the 20th anniversary of being at the current building. Old books and baskets showcasing a variety of products from local Grafton businesses will be auctioned off.

Several staff will visit the exhibit halls of the American Library Association's annual conference in Chicago. A bus with ESLS staff will drive there on July 14.

A Renewable Energy Solutions program will be held at the library on July 27. This program will cover alternative energy, solar electric power, wind power and solar thermal power.

On July 28, the Library will hold a Money Management program that will be conducted by two local bank branch managers. Topics covered will include creating a budget, debt reduction, understanding your credit score and identity theft.

### **INTERNET POLICY**

Director Hanson explained to the Board that he is not changing the policy he is just updating it to include the reservation software the Library uses. Some members of the Board asked the last time the policy was updated. Director Hanson said the last amendment was in 2003.

Motion by Dave Antoine, seconded by Supervisor Nancy Rogers, to approve the Internet Policy as presented. Approved unanimously.

### **PERSONNEL POLICY CHANGES**

Director Hanson informed the Board that the Policy is updated annually. Director Hanson also indicated that Library policy is consistent with the Village policy. Director Hanson went through the changes with the members. Rita Liesiefsky thinks that the hours for the library should be pro-rated for the full time employees. The Board agreed with this change.

Motion by Rita Liesiefsky, seconded by Deb Gruenwald, to adopt changes to the Library Employee Handbook, as presented with the one change. Approved unanimously.

## **2010 BUDGET**

Director Hanson indicated that he met with the Village Administrator to work on some of the numbers for the 2010 budget. Director Hanson went through the budget and is proposing a 0 percent increase, where possible. The wage adjustment is anticipated to be 0 percent for the 2010 budget. Rita Liesiefsky questioned if a small increase in wages would be enough to cover the merit increase. Director Hanson said it will cover all of it.

Director Hanson went through each line with the Board and explained how he came up with the numbers. He explained new line 991. This is the line for the new lighting. The money in this line will come from the savings on electricity that will be saved after all the new lighting is installed. He also indicated that the money will be paid back to the village to pay for the new lights.

Director Hanson informed the Board that the Town of Grafton's share went down; the difference was picked up by the Village's share. Director Hanson said the numbers are based on the library cardholders. Supervisor Nancy Rogers asked why the card counts can't be done every year to make sure that both the Town and the Village of Grafton are paying their fair share. Director Hanson responded that the cardholders are counted each year.

Director Hanson indicated that there are six replacement computers included in the 2010 budget. He also reminded the Board that some of the numbers are rough and will be fine tuned over the next couple of months as more information becomes available.

Director Hanson made note of another new line item under line 210. He explained that the State is mandating testing of elevators every year after they reach a certain age, and the library's has reached that age. The Board asked if cuts have to be made what could go. He responded that the replacement computers could be removed from the regular budget and funded by the Library donor fund. He mentioned that outside of letting staff go, there are not many places that cuts could be made.

## **OLD/NEW BUSINESS**

Director Hanson distributed the quarterly benchmarks summary for the 1<sup>st</sup> quarter of the year. Circulation is up 3,200 from the same time period last year.

Director Hanson talked a little about the library shake up in Sheboygan County. He said he will keep the Board up to date on any changes.

## **ADJOURN**

Motion by Rita Liesiefsky, seconded by Trustee David Liss, to adjourn the meeting at 7:28 p.m. Approved unanimously.