

VILLAGE OF GRAFTON
JOINT LIBRARY BOARD MEETING MINUTES

November 28, 2016
(Unapproved)

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

Members Present: Susan Hoffman, Clark Evans, Charles Kramer, Trustee Dean Proefrock, Supervisor Karron Stockwell, and Lucy Wyka.

Members excused: Molly Lucareli

Staff/Officials Present: Library Director John Hanson

MINUTES

Motion by Supervisor Karron Stockwell, seconded by Susan Hoffman, to approve the October 24, 2016, minutes, as presented. Motion carried.

AUTHORIZATION OF DISBURSEMENTS

Director Hanson reviewed the disbursements for November. Badger Elevator charge is for repair to the top limit switch. The Library will split the cost with Northshore Academy of the Arts. There were several annual charges including Cintas, for fire extinguisher inspection and magazine subscriptions. Trustee Dean Proefrock questioned Lakeshore Newspapers charge to Youth Books. Director Hanson will look into this.

Motion by Charles Kramer, seconded by Trustee Dean Proefrock, to authorize payment of the library disbursements with the exception of Lakeshore Newspapers charge to Youth Books. This charge will be clarified at a later date. Motion carried.

FINANCIAL REPORT

Director Hanson reviewed year to date revenues and expenditures. Adult Book expenditures are currently over budget. Funds will be shifted from Youth Books to Adult Books so the account will not be over budget.

LIBRARY DONOR FUND

Director Hanson summarized November 2016 deposits and withdrawals. There were no deposits this month. Director Hanson recommends we close the Money Market account and move the funds into a Certificate of Deposit. The Board agreed.

CURRENT LIBRARY EVENTS

Judy Jones has been appointed to the WLA Children's Book Awards committee. She will be the Chair-Elect in 2017, and the Chair in 2018. The committee is in charge of identifying and awarding children's authors.

On October 18 and 19, seven staff members attended CPR and AED (defibrillator) training at the Grafton Fire Department.

The Tech Tuesday program on October 18 covered Google Photos (Attendance 1). The Tech Tuesday program for November 18 covered Gmail (Attendance 2).

A Crafting Book Pumpkin or Cat class was held on October 21 (Attendance 12).

On October 26 and 27, Director Hanson, Judy Jones and Nicolette Birkholz attended the annual WLA Conference at Potawatomi Hotel in Milwaukee. Nicolette led a program session called "Don't Go It Alone: How Two Libraries Created a Joint Teen Advisory Board." She conducted the session with Cedarburg Public Library staff member Amanda Kloppmann.

Director Hanson has been elected to serve on the Library Advisory Council for the new Monarch Library System. The council plans to meet six times a year.

A quilting program was conducted by the director of the Wisconsin Museum of Quilts and Fiber Arts on October 26 (Attendance 8).

The Retirement Classroom conducted a Getting to Know Medicare program on November 1 (Attendance 2), and November 9 (Attendance 2).

Judy Jones and Nicolette Birkholz attended a Performers' Showcase at the Waukesha Civic Theatre on November 4. The program featured performers for the summer reading program.

A Women, Wealth and the Future of You class was held November 7 (Attendance: 13).

BENCHMARK MEASUREMENTS

Director Hanson reviewed year to date Benchmarks. The Website session number does not include activity in November. With Novembers' activity the corrected website session for 2016 Y-T-D should read 20,653.

OLD/NEW BUSINESS

A survey was conducted through the Village of Grafton. The Library rating in overall service was excellent.

Director Hanson will do some research into having Aurora Hospital hold CPR and AED (defibrillator) training for the public at the Library.

Director Hanson is currently interviewing for two part time positions due to a retirement and a resignation.

The annual inspection was done on the Library's furnace and air conditioning unit. The inspector was able to locate spare parts to be stored for future use.

The Library system will be offline for a week beginning November 8th to allow for merging with the new library system, Monarch. There will be a notice on the website explaining the reason it is down.

Director Hanson met with a contractor and is waiting for a quote regarding the window coverings.

There will not be a Library Board meeting in December.

ADJOURN

Motion by Charles Kramer, seconded by Susan Hoffman, to adjourn the meeting at 7:15p.m.
Motion carried.