

VILLAGE OF GRAFTON

JOINT LIBRARY BOARD MEETING MINUTES

SEPTEMBER 10, 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, Maggy Kuhn

Staff/Officials Present: Library Director John Hanson, Library Assistant Amy Tomson

Director Hanson introduced Library Assistant Amy Tomson. Amy started working for the library in April 2009. Amy takes care of the interlibrary loans that come and go from other libraries.

MINUTES

Motion by Supervisor Nancy Rogers, seconded by Deb Gruenwald, to approve the July 13, 2009 minutes, as presented. Approved unanimously.

AUTHORIZATION OF DISBURSEMENTS

Director Hanson reviewed the July and August disbursements. The only large ticket item is for another repair to the HVAC system, outlined in budget line 248. The work was done some time ago and the bill was finally received. Supervisor Nancy Rogers questioned if any other major repairs will be coming forward for payment. Director Hanson responded that he only anticipates two additional large expenditures for the remainder of the year. One is a bill for HVAC preventative maintenance and the other is for the outside building pillars that are being repaired by Public Works personnel.

Motion by Rita Liesiefsky, seconded by Supervisor Nancy Rogers, to authorize payment of the Library disbursements. Approved unanimously.

FINANCIAL REPORT

Director Hanson reported that revenues are on track for the year. He stated that expenditures line 248, repairs and maintenance is over budget and will increase before the end of the year; however, overall the Library budget is within the budgeted amounts. Rita Liesiefsky asked why the training and conferences account is so low. Director Hanson responded that some of the bills have been processed and the major conference expenditure will not occur until November.

Motion by Trustee David Liss, seconded by Dave Antoine, to approve the financial report as written. Approved unanimously.

REVIEW LIBRARY DONOR FUND

Director Hanson reported that several deposits have been made since the last report. Funds were received from the silent auction and book sale; interest earned and book sale/WE Care/parking meter. No expenditures have occurred in this fund since June.

CURRENT LIBRARY EVENTS

On August 4, Mary Jo Hansen participated in a WiLS Hour web conference that discussed the use of social networking web sites in libraries.

The Summer Reading Program ended with a pool party featuring, crafts, games and ice cream. The event was held on August 8, at the Library due to rainy weather.

On August 11, an upgrade to Polaris, the library catalog software, was installed.

On August 27, Judy Jones attended a Summer Reading Program performers' showcase at the Hartford Public Library. The showcase helps librarians select performers for summer programs.

The display case will contain a glacial rocks presentation during the month of September. The person coordinating the display will also conduct a glacial rocks program.

On September 22, Mary Jo Hansen and Deb Paschke will attend a 'Bridging the Communication Gap' program. The program will be held at the Muskego Public Library.

Proceeds from the 20th Anniversary silent auction totaled \$1,334. These funds will be used to expand the library collection including a new series of health related books.

2010 BUDGET REVIEW

Director Hanson informed the Board that he with the Village Administrator and other Department Heads met on the afternoon of September 10. He briefly discussed some of the topics at that meeting. Director Hanson provided updated numbers resulting from discussions at that meeting. He stated that health insurance will increase approximately 9.6 percent in 2010.

Director Hanson informed the Board that he removed \$6,000 for new computers and moved \$2,300 from the 2009 book budget into the 2010 book budget. He also stated that he did his best to stay at a 0 percent increase. The Board expressed their displeasure with the moving of the book budget money and cutting the 2009 budget.

Supervisor Nancy Rogers asked about cutting part-time hours and questioned why line 248 is only at \$8,000 for 2010. Director Hanson responded that the amount is lower than 2009; however, with the amount of maintenance completed in 2009 he thinks that repairs will be less in 2010. The Board questioned the HVAC system. Director Hanson responded that the system should be fine for the next several years. Some of the larger

items have been replaced over the last couple of years. Director Hanson informed the Board that the overall budget increase, from 2009 to 2010, is approximately 5 percent.

Motion by Deb Gruenwald, seconded by Trustee David Liss, to approve the updated 2010 budget. Approved unanimously.

CONVENE TO CLOSED SESSION PURSUANT TO WISCONSIN STATUTES 19.85(1)(C) FOR PERSONNEL MATTERS (2010 EMPLOYEE COMPENSATION PACKAGE)

Motion by Dave Antoine, Seconded by Rita Liesiefsky, to convene to closed session at 7:10 p.m. Approved unanimously by roll call vote.

A closed session of 24 minutes was held. During the closed session the Library Board discussed personnel matters, employee compensation package and an employee evaluation.

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

Motion by Rita Liesiefsky, seconded by Supervisor Rogers, to reconvene to open session and the regular order of business at 7:34 p.m. Approved unanimously by roll call vote.

OLD/NEW BUSINESS

The 30th Anniversary of the library system gathering is on Sunday, September 13. The event is being held at the ESLS offices.

Director Hanson presented a newspaper article from July that featured the Summer Reading Program.

Director Hanson distributed a summary outlining the items checked out of the Library by persons residing outside of the Village.

Director Hanson also distributed the quarterly benchmarks and briefly reviewed the progress. He also informed the Board that library use is up about 11 percent over this time in 2008.

Dorothy Reisinger, who gives a yearly donation to the Library, has asked if there is something special the Library wanted but could not afford to buy. Director Hanson stated that he has been looking into getting a few Kindles. He identified that a Kindle is an electronic device that allows people to download multiple books to the device at one time. He said the Grafton library would be only the second in the system to offer the device as a check out item.

ADJOURN

Motion by Deb Gruenwald, seconded by Maggy Kuhn, to adjourn at 7:49 p.m. Approved unanimously.