

## **VILLAGE OF GRAFTON**

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

**NOVEMBER 9, 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

#### **MINUTES**

Motion by Supervisor Nancy Rogers, seconded by Deb Gruenwald, to approve the September 10, 2009 minutes, as presented. Approved unanimously.

#### **AUTHORIZATION OF DISBURSEMENTS**

Library Director Hanson reviewed the October and November disbursements. He reminded the members that the October meeting was cancelled due to the lack of a quorum. Director Hansen stated that there was a large disbursement for repair to the HVAC system. The work was completed some time ago and the bill was finally received.

Motion by Trustee David Liss, seconded by Rita Liesiefsky, to authorize payment of the Library disbursements for October and November, as presented. Approved unanimously.

#### **FINANCIAL REPORT**

Director Hanson reported that revenues are on target. He also stated that some of the expenditure totals do not reflect all recent items. He stated that Utilities are a little low for this time of the year. He also made note that repairs should not go any higher for the year.

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

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

Director Hanson reported that funds have come in from the book sale, interest, and Kohl's Cares for Kids Program. The Kohl's Cares for Kids Program gave the Library \$500. They would also like to help the library with some type of program for the kids to possibly raise more money. The only check was to the Grafton Chamber of Commerce for the library's Christmas tree in the Plaza. The tree is part of the Chamber's Holiday Events.

## **CURRENT LIBRARY EVENTS**

A Reference Meeting was held on September 30. This included a Learning Express and Overdrive demo.

A Writer's Workshop was held at the library on October 8. This event was sponsored by the Milwaukee Writers Workshop and the Wisconsin Regional Writers Association. They are planning to have monthly workshops at the Library.

On October 9, Director Hanson attended a Patron Access and Policies: meeting rooms, behavior and other issues workshop at the Menomonee Falls Public Library.

Mary Jo Hanson attended a Readers' Advisory Beyond the Reference Books program on October 13. This event was held at the New Berlin Public Library.

The Library held a book talk and signing for the book "Guilty No More," by Patricia Krohn. This event was held October 13.

The semi-annual Friends book sale was held October 22-October 26.

The Library has established a Twitter account to update customers with the latest releases and upcoming events. It is available at: [www.twitter.com/grafonlibrary](http://www.twitter.com/grafonlibrary)

The Food for Fines program was held between October 19 and 31. Customers brought food items to the Library and had up to \$5 of fines forgiven.

On Mondays in November, the Library will be offering the Read to Rover program. This program is for children in grades 1-5 and is designed to build reading confidence by having them read aloud to certified companion dogs.

On November 3, the Library received a \$4,000 donation from Dorothy Reisinger.

Director Hanson will attend a Portal town hall-style meeting on November 12. It will be held at the Cedarburg Cultural Center.

On November 17, Deb Paschke will attend a 'Global Trends and their impact on Libraries' program. It will be held at the Washington Park Library, Milwaukee.

On November 18, Mary Jo Hansen will attend a ESLS Reference Meeting. This will cover financial and investment web sites and a digital tour of the Wisconsin State Law Library web site.

The Library will hold a Medicinal Herbs and Your Health program on November 18. This program will be presented by a local author, teacher and Master Herbalist.

The video projector unit has been hung from the ceiling of the lower level meeting room, and bookshelf speakers have been installed on the walls. The Wii player, a DVD player, and stereo are connected to the speakers and projector unit so that staff can easily conduct Library programs.

The Rose Harms American Legion Post is utilizing the display case in November for a Veteran's display.

### **APPROVE REVISED 2010 BUDGET**

Director Hanson updated the members on major change to the budget since the last meeting. He indicated that the most significant change is that the Town of Cedarburg has dropped out of the Joint Library agreement with the City of Cedarburg. Because of this change, the Grafton Library will receive about \$2 per item that is checked out by a resident of the Town of Cedarburg. This will add approximately \$37,000 to the 2010 budget. Because of this change the Town of Grafton's Contributions has dropped a little for 2010, and the Library System Revenue will go up from around \$14,000 to \$51,000. Director Hanson said this may be a one year increase if the Town and City of Cedarburg come to an agreement for 2011. Due to the changes, Director Hanson requests that the Library Board re-approve the budget.

Motion by Supervisor Nancy Rogers, seconded by Dave Antoine, to approve the revised 2010 budget. Approved unanimously.

### **HOLIDAY CLOSINGS**

Director Hanson is recommending the closing of the library for the 2009 Holidays in December. The dates the facility will be closed are December 24, 25 and 26 and December 31, January 1 and 2.

Motion by Rita Liesiefsky, Seconded by Deb Gruenwald, to approve the Holiday closing dates as presented. Approved unanimously.

### **HEALTH INSURANCE CONTRIBUTION LEVEL**

Director Hanson stated that the Village pays 93 percent of health insurance for all other Village employees, not-represented and represented. To keep Library staff in line with other employees, he is asking the Library Board to approve the same participation structure for Library staff that has health insurance. The 2009 participation level was 94 percent.

Motion by Dave Antoine, seconded by Maggy Kuhn, to approve the new premium payment level of 93 percent for the employer contribution portion for the 2010 health insurance coverage. Approved unanimously.

### **BOOK TRUCK PURCHASE**

Director Hanson is requesting approval of a third book return cart to help assist staff and customers with lines. The donor fund will be used for this purchase. Director Hanson indicated that the cart will be placed at the end of the main counter. Public works will come in and modify the counter for the new cart.

Motion by Deb Gruenwald, seconded by Trustee David Liss, to approve the purchase of book truck from Buckstaff, Oshkosh, WI in the amount of \$815.25, plus \$125 for shipping. Approved unanimously.

## **WISCONSIN RETIREMENT SYSTEM CHANGES**

Director Hanson informed the Board the action requested is to keep Library personnel in-line with the rest of the Village employees.

Motion by Trustee David Liss, seconded by Supervisor Nancy Rogers, to change the Wisconsin Retirement System policy as identified. Approved unanimously.

## **OLD/NEW BUSINESS**

Rita Liesiefsky brought in two thank you cards for the two employees who made baskets for the 20th birthday silent auction. All the Board members signed the cards.

Director Hanson reviewed the quarterly benchmarks for the library. Circulation is up 10 percent for the year.

Director Hanson informed the Board that the Library is participating in a Communication Action Plan that is part of a village-wide initiative. Employees are evaluating and suggesting effective ways to communicate.

Director Hanson also reviewed a request by Habitat for Humanity to have a display in the case sometime in 2010.

Director Hanson also a teen section will be established in one corner of the Library. This idea came from the Library Teen Advisory Committee. Director Hanson will keep the Board updated on the progress of this item.

Director Hanson let the Village is prepared if an H1N1 outbreak occurs in the Village.

Director Hanson distributed information on the Book Theft System.

Director Hanson informed the members of a lawsuit in Queens against the company that used to supply the software system the Library used. This system was replaced a year ago with the new Polaris system.

## **ADJOURN**

Motion by Rita Liesiefsky, seconded by Trustee David Liss, to adjourn at 7:33 p.m. Approved unanimously.