

**VILLAGE OF GRAFTON**

**JOINT LIBRARY BOARD MEETING MINUTES**

**AUGUST 9, 2010**

(Unapproved)

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

Members Present: Rita Liesiefsky, Dave Antoine, Trustee Lisa Harbeck, Linda Steffen, Harry Rollings, Supervisor Nancy Rogers, Deb Gruenwald

Staff/Officials Present: Library Director John Hanson

**MINUTES**

Motion by Trustee Lisa Harbeck, seconded by Dave Antoine, to approve the July 12, 2010 minutes, as presented. Approved unanimously.

**AUTHORIZATION OF DISBURSEMENTS**

Director Hanson noted that line 248 was for the repair of the elevator buttons. He also explained that line 210 was for the Eastern Shores Faronics License which is security software and offers additional virus protection.

Motion by Harry Rollings, seconded by Linda Steffen, to authorize payment of the Library disbursements. Approved unanimously.

**FINANCIAL REPORT**

Trustee Lisa Harbeck questioned line 319 as to what miscellaneous expenses were covered. Director Hanson said most of the expenses are for audio visual cases, book covers, and other items used to protect library materials. Trustee Lisa Harbeck also questioned the cost of health insurance. Director Hanson explained the health insurance benefit policy for employees.

Motion by Supervisor Nancy Rogers, seconded by Harry Rollings, to approve the financial report as written. Approved unanimously.

**REVIEW LIBRARY DONOR FUND**

Director Hanson indicated that \$4,748.32 was received from the Helen Miller Trust fund. The book sale earned \$1978.00 and paid for some of the teen furniture and new books.

**CURRENT LIBRARY EVENTS**

The Summer Reading Program ended on Saturday, August 7, with a pool party at the Grafton Family Aquatic Center. This included a puppet show and refreshments. An August 3, Pizza Party was also held for the teen participants of the Summer Reading Program.

A Native American History Lecture Series will be held on August 17 and August 24.

“Effigy Mounds of the Grafton Area” and “History and Influence of the Iroquois Confederation” will be two classes conducted by Grafton resident and Oneida Indian Rick Gonzalez.

A book signing and Q&A session will be held on August 25. Local author Dave Tice will discuss his book “Power Pitching: Secrets to Empower Your Speeches & Presentations.”

The Library will be participating in an LSTA grant that was given to ESLS. During the week of September 20, a computer lab will be set up in a meeting room, and representatives from the Workforce Development Center will conduct classes for the underemployed and unemployed. An “Everything Workshop” (resumes, job searching, online job applications, networking) and a “Linked In Workshop” (online professional community) will be offered.

Nationally known futurist Bob Chernow will be presenting the program “It’s Hard to Read the Label When You’re Inside the Bottle” on September 14.

#### **QUARTERLY BENCHMARKS**

Director Hanson shared a report summarizing the benchmark areas of Circulation, Program Attendance, and Computer Use. Circulation is 3.3 percent higher than last year. Program attendance is 11 percent higher than last year. Computer use has declined by 22 percent; however, there is substantial use of the WI-FI on personal computers. Harry Rollings inquired as to how computer usage is recorded. Director Hanson replied that it is recorded by each session of use.

#### **YEAR-END HOLIDAY CLOSINGS**

Following a thorough discussion, it was decided that the library will be opened half days on December 23, and 30.

Motion by Dave Antoine, seconded by Supervisor Nancy Rogers, to direct that the library be open from 10 a.m. – 2 p.m. on December 23 and 30, and closed full days December 24, 25, 31, and January 1. Approved unanimously.

#### **2011 LIBRARY BUDGET**

Director Hanson presented the 2011 library budget for review. He explained that some of the numbers may change between now and October. The Town of Grafton contribution has decreased due to the fact that only 22 percent of the Town population have library cards. Trustee Lisa Harbeck expressed concerns about the health insurance amounts budgeted. There was also discussion in reference to the Library System Revenue. Supervisor Nancy Rogers requested that Director Hanson provide a report from 2009 and 2010 detailing use of donor funds. A final draft of the budget will be available next month with more definite numbers.

Motion by Supervisor Nancy Rogers, seconded by Harry Rollings, to approve the 2011 budget as presented. Approved 6-1 (L. Harbeck-nay).

**CONVENE TO CLOSED SESSION PURSUANT TO WISCONSIN STATUTES 19.85(1)(C) FOR PERSONNEL MATTERS (EMPLOYEE CLASSIFICATION AND COMPENSATION REVIEW)**

Motion by Rita Liesiefsky, seconded by Deb Gruenwald, to convene to closed session pursuant to Wisconsin Statutes 19.85(1)(c) for Personnel Matters (employee classification and compensation review) at 7:40 p.m. Approved unanimously by Roll Call Vote.

A closed session of 10 minutes was held. President Rita Liesiefsky summarized the results of Director Hanson's Performance Planning and Review Form, highlighting those areas where he consistently exceeds expectations. The Board applauded Director Hanson's efforts, past and present, on behalf of our public library.

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

Motion by President Rita Liesiefsky, seconded by Lisa Harbeck, to re-convene to open session and the regular order of business at 7:50 p.m. Approved unanimously by Roll Call Vote.

**OLD/NEW BUSINESS**

Thanks to Harry Rollings for compiling a list of references to help patrons write resumes, cover letters, and prepare for interviews. This will be a valuable resource.

The "Ladies of Oz" event was discussed. It was a great success in Grafton. President Rita Liesiefsky suggested that next year the Library could be one of the landmark stops offering a small token to the "Ladies of Oz" visitors. The idea was well received and will be followed up on for the 2011 event.

Director Hanson reviewed the new GASB [Governmental Accounting Standards Board] Statement No. 54 which relates to Special Revenue Funds. The only way it will affect the Library is that tax monies will be put directly in the library account, rather than being transferred.

**ADJOURN**

Motion by Supervisor Nancy Rogers, seconded by Deb Gruenwald, to adjourn the meeting at 7:58 p.m. Approved unanimously.