

## **VILLAGE OF GRAFTON**

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

**JANUARY 10, 2011**

(Unapproved)

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

Members present: Dave Antoine, Trustee Lisa Harbeck, Rita Liesiefsky, Harry Rollings, Linda Steffens, Deb Gruenwald

Members Excused: Supervisor Nancy Rogers

Staff/Officials Present: Library Director John Hanson

#### **MINUTES**

Motion by Trustee Lisa Harbeck, seconded by Dave Antoine, to approve the December 13, 2010 minutes, as presented. Approved unanimously.

#### **AUTHORIZATION OF DISBURSEMENTS**

Director Hanson highlighted several items of interest. Director Hanson indicated that Line 210 was the annual payment to Eastern Shores for Technical Support; Line 220 is payment for the internet service fees; Line 248 covered expenses for repairs of boiler valves and the, replacement of some thermostats as well as the installation of a motion light in the upper ladies restroom.

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

#### **FINANCIAL REPORT**

Director Hanson reported that the Library budget has a surplus that can be used to pay outstanding bills from 2010. A lengthy discussion followed in an attempt to understand what happens to that surplus and how it is absorbed into next year's budget. There was confusion as to what actually happens to the budget money saved. Director Hanson will ask for clarification from the Village Administrator.

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

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

There was a deposit of the money earned from the book sale.

#### **CURRENT LIBRARY EVENTS**

The Eastern Shores Automation Consultant is arranging to have the Library bandwidth increased from 1.5 Mbs to 3.0 Mbs. This should occur in early 2011.

Winter Break activities in the Youth Library included: a December 27, New Year's Craft Extravaganza; a December 28, New Year's Bubble Dance Party, where kids came to enjoy bubbles, dancing, snacks and more; and a December 29, Ramona and Beezus movie showing.

A World War II as seen through *Life Magazine* collection is in the display case during January.

Judy Jones will attend an Autism workshop at the Two Rivers Library on January 14.

The Youth library is developing a 'series' collection, whereby all books in a series will be kept on the same shelving units. This will make it easier to locate the many series books. Previously, these books were filed by author.

### **COMPUTER PURCHASE**

There was a request for consideration for the purchase of four computers. Three of the computers will replace existing computers that are five years old. The fourth computer will be a laptop available for use in staff workshops as well as in-house check out to customers.

Motion by Dave Antoine, seconded by Trustee Harbeck, to approve the purchase of four computers as presented. Approved unanimously.

Further discussion followed pertaining to the cost of the laptop computer.

Motion by Harry Rollings, seconded by Dave Antoine, to give Director Hanson authorization to use discretion on amount spent in the purchase of the computers. Approved Unanimously.

### **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 Dave Antoine, to convene to closed session at 7:25 p.m. Approved by Roll Call Vote.

A closed session of approximately 20 minutes was held. During the closed session, the Library Board members reviewed the 2010 year-end Performance Planning and Review Form, for Library Director John Hanson.

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

Motion by Rita Liesiefsky, seconded by Trustee Lisa Harbeck, to re-convene to open session and the regular order of business at 7:45 p.m. Approved by Roll Call Vote.

### **2011 COMPENSATION FOR LIBRARY DIRECTOR**

It was the consensus of the entire Library Board to authorize a onetime 1.5 percent merit increase for Director Hanson.

**OLD/NEW BUSINESS**

Harry Rollings will serve on the Eastern Shores Library Board.

Director Hanson is investigating the possibility of a railing to be installed outside of the back entrance to the library for the sake of patron safety.

**ADJOURN**

Motion by Trustee Harbeck, seconded by Dave Antoine, to adjourn the meeting at 7:55 p.m. Approved unanimously.