

VILLAGE OF GRAFTON

JOINT LIBRARY BOARD MEETING MINUTES

APRIL 11, 2011

(Unapproved)

Supervisor Nancy Rogers called the Joint Library Board meeting to order at 6:35 p.m.

Members Present:, Dave Antoine, Trustee Lisa Harbeck, Harry Rollings, Deb Gruenwald

Members Excused: President Rita Liesiefsky, Linda Steffens

Staff/Officials Present: Library Director John Hanson, Deb Paschke

MINUTES

Motion by Lisa Harbeck, seconded by Dave Antoine, to approve the March 14, 2011 minutes, as presented. Approved unanimously.

AUTHORIZATION OF DISBURSEMENTS

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

FINANCIAL REPORT

Trustee Lisa Harbeck inquired as to the revenue received for copies. The totals appear to be over budget. Director Hanson will check with the Village on the accuracy of that posting. She also asked for an explanation of Labor Pool Allocations. Director Hanson replied that those expenses are for the hours of work at the library by the Public Works Department. Trustee Lisa Harbeck also asked what was covered under the Miscellaneous Supplies and Expenses and under Janitorial Supplies. The miscellaneous supplies and expenses are for materials such as book covers and cases for audio visual materials. The Janitorial Supplies pay for the cleaning service twice each week.

Motion by Harry Rollings, seconded by Trustee Lisa Harbeck, to approve the financial report as written. Approved unanimously.

REVIEW LIBRARY DONOR FUND

Director Hanson summarized Donor Fund activity. Harry Rollings questioned if donated funds not spent at year end are retained by the library. Supervisor Nancy Rogers confirmed that those funds have always remained available for library expenditures.

CURRENT LIBRARY EVENTS

A budget workshop was held for the staff on March 30. Potential 2012 budget reductions were discussed. Director Hanson also attended budget workshops with the Village management team on March 28, April 4, and April 11. A Committee of the

Whole Board meeting will discuss the challenges the Village will face for 2012 on April 19. This will include the Village Board and management team.

Director Hanson and Amy Tomson participated in an Overdrive webinar on April 8. The Webinar reviewed how to browse, check out and download Overdrive media.

Several staff members will attend a Gadgets Workshop at the Mead Library on April 15. This will include demonstrations of iPad, iPods, and various e-readers.

Pending finalization by the DPI (Department of Public Instruction), Director Hanson will be on the LSTA Advisory Committee (Library Services and Technology Act). Director Hanson will be in Madison on April 13 and 14 for the LSTA annual meeting. The committee will discuss and make recommendations on the LSTA program and grant categories for 2012.

As part of the historical stitching series at the library, a Russian Punch Needle Embroidery class will be held on May 3.

For the month of April, the display case contains Ozaukee Family Services information. A John Deere tractor collection will be kept in the case during May.

5 YEAR CAPITAL IMPROVEMENT PLAN

The Board agreed that upper level carpet replacement will need to be a priority in the near future.

Motion by Harry Rollings, seconded by Supervisor Nancy Rogers, to omit the Self check out unit from the Request for Consideration. Approved unanimously.

Motion by Supervisor Nancy Rogers, seconded by Dave Antoine, to contact and pay Northland Sales and Distributing for a professional evaluation of the condition of the current upper level carpet and to assess an estimated time and cost of replacement , before the request is forwarded to the Finance Committee. Approved unanimously.

BENCHMARK MEASUREMENT

Director Hanson stated that this is a routine report. Dave Antoine asked if the three year information could be graphed. Director Hanson will investigate that possibility.

LAPTOP POLICY

The new laptop is set with programs and security. Director Hanson summarized the main components of the laptop policy. Deb Paschke asked about the prevention of theft. Supervisor Nancy Rogers suggested that a disclaimer should be included so the borrower takes responsibility for the laptop and understands that there will be a \$900.00 replacement fine if damaged or not returned. A disclaimer will be signed and the policy will be prominent on the laptop case and computer.

2012 LIBRARY BUDGET

Director Hanson shared the adjusted numbers from last month's Preliminary and Potential 2012 budget cuts. The basic components include reductions in children's programming, reference service, and library business hours. Harry Rollings stated that it is important to note that the library is not a cost center since a significant amount of funds are earned through volunteers, donations, and other revenues. The library has many important outreach programs for the diverse components of our community. The library is fundamental in contributing to the "quality of life" in Grafton.

OLD/NEW BUSINESS

Director Hanson reported that the installation of a railing to the library entrance is dependent on the village purchase of a snow blower.

Political groups may legally use meeting rooms in public libraries.

On April 20, there will be a volunteer luncheon hosted by the Grafton Library Board, Director, and staff.

We bid farewell to Supervisor Nancy Rogers and Dave Antoine and thank them for their many years of faithful service on the Library Board. Their valuable contributions will be missed. We wish them both the best in whatever the future holds.

ADJOURN

Motion by Trustee Lisa Harbeck, seconded by Harry Rollings, to adjourn the meeting at 8:08 p.m. Approved unanimously.