

VILLAGE OF GRAFTON
JOINT LIBRARY BOARD MEETING MINUTES

MAY 9, 2011
(UNAPPROVED)

The meeting was called to order by acting President Harry Rollings at 6:35 p.m.

Grafton Library Board members present: Harry Rollings, Trustee Lisa Uribe-Harbeck, Judy Baer and Linda Steffens.

Members absent: Karron Stockwell and Deb Gruenwald

Cedarburg Library Board present: Debra Goeks, Liz Bryde, Vonna Patel, Sue Karlman, Mary Marquardt, Arthur Palleon and Steve Ruggieri.

Staff/Officials Present: Library Director John Hanson, Village President Jim Brunquell and Village Administrator Darrell Hofland.

Director John Hanson indicated that new Library Board Officers need to be appointed due to some resignations and some terms expiring.

Motion by Trustee Lisa Harbeck, seconded by Judy Baer, to appoint Harry Rollings as the new Library Board President due to resignation of Rita Liesiefsky. Approved unanimously.

Motion by Harry Rollings, seconded by Judy Baer, to appoint Lisa Uribe-Harbeck as Library Board Vice President. Approved unanimously.

Motion by Trustee Lisa Harbeck, seconded by Harry Rollings, to elect Linda Steffens as the Treasurer of the Library Board. Approved unanimously.

Deb Gruenwald will continue as the Secretary of the Library Board.

There were no persons wishing to be heard.

Director John Hanson welcomed the members of the Cedarburg Library Board (CLB) and stated that the purpose for the joint meeting is to discuss the possibility of working together in the future and possible library service consolidation for the future. The members from the CLB introduced themselves.

Discussion began regarding the Cedarburg-Grafton library cooperation. CLB Library Director Mary Marquardt stated the goal is to combine services without duplication. Discussion occurred relative to differences between Grafton and Cedarburg in

community services, AV materials, electronic database, Teen Center, magazine subscriptions, Inter-library loans, and the Eastern Shores Library System (ESLS). Steve Ruggieri questioned how can we join together to provide these services.

Grafton board member Judy Baer agreed that it would be great to join forces with Cedarburg especially for talks and presentations.

Director Hanson stated that approx 6-7 percent of funding may be cut from the Library budget. Harry Rollings commented that we have lots of resources available to us that may help save money; ESLS, technology support, purchasing in bulk for operating supplies. Deb Goeks indicated that they utilize some bulk ordering with the City of Cedarburg. The two page Library Services List was reviewed and discussed.

Steve Ruggieri asked if the list was too long, short or complete to satisfaction. Trustee Harbeck stated she thought it was a very good list. President Brunquell stated that he also thought it was a good list and stated that it is going to have an impact for library services in a few years and up to 5-10 years.

Steve Ruggieri stated that tonight is a good start and obviously this will not be done in one or two meetings. He indicated that we also need to affirm these items with our elected officials for suggestions for the future.

Mary Marquardt stated that libraries are always evolving and we need to consider all agents and the different clients we serve.

Arthur Palleon stated that in the end we need to look at our future and what we will be together as a Grafton and Cedarburg Library Board.

Judy Baer asked what we offer for in-house staff development and can we share this with the staff of the CLB. Director Hansen stated there is and maybe we should invite Cedarburg to this the next time there is an offering. He also stated that both Cedarburg and Grafton have library staff who are Master's Degree-prepared and they can present topics for library staff.

Mary Marquardt also commented that there are offerings per the Webinar and free ESLS offerings.

Steve Ruggieri thanked the Grafton Library Board for the invitation and the combination meeting and he looks forward to working with us in the future.

This concluded the portion of the board meeting with Cedarburg and there was a 5 minute recess to allow the members of both Boards to say good bye and clear the room.

The regular meeting of the Grafton Joint Library Board resumed.

MINUTES

Motion by Trustee Lisa Harbeck and seconded by Linda Steffens, to approve the minutes as presented from the April 11, 2011 meeting.
Approved unanimously.

AUTHORIZATION OF DISBURSEMENTS

Motion by Judy Baer, seconded by Linda Steffens, to accept the disbursements, as presented.

Trustee Lisa Harbeck asked about the different costs associated with the elevator fees. Quarterly maintenance is not a law but Grafton does it for safety. This cost is split with the North Shore Academy of the Arts. For example the annual test for checking the Load weight costs approximately \$550.00 and this is split. Question also regarding the cost of the copier and is this cost for the Library usage also shared with customers coming to the library for personal copies; the answer is yes this machine is shared by customers and library personnel.

The motion to approve the disbursements was approved unanimously.

FINANCIAL REPORT

Director Hanson stated that the copy item includes the library fines which is why this is at 179 percent.

Trustee Lisa Harbeck also asked about the Longevity line item that lists \$1740.00 as being paid out once yearly. John explained that this is a benefit that rewards employees for their years of service to the Village. This benefit pays \$1.50/month for the total number of months that the employee has been employed by the Village. Director Hanson indicated that he thinks the maximum accrual is \$450.00 a year. This benefit is only for full-time employees.

Trustee Lisa Harbeck also questioned the Wellness program line item which has a \$400.00 per year cost. It was noted that in May the posted billable amount is already at 104 percent or \$416.58. She requested an explanation of the Wellness Program. Director Hanson responded that this year employees could participate in a health risk assessment, health questionnaires, brown bag lunches, flu shots and a participation benefit for employees that have a self-reporting physical workout regimen. The Wellness Program is not the same as the Employee Assistance Program.

There was review of the Donor Fund without questions.

CURRENT LIBRARY EVENTS

Director Hanson briefly reviewed the current Library events. There were no questions by the Board members.

BENCHMARK MEASUREMENTS

Director Hanson briefly reviewed the Benchmark measurements. There were no questions by the Board members.

2012 LIBRARY BUDGET

Director Hanson distributed an example of 2012 library budget cuts using a 6.8 percent across the board scenario, which was suggested at the last Village Board meeting. This direction was given to all Departments by the Village Board. The total amount of reductions would be \$27,540 of which \$21,481 would be the Village portion of the library budget, which is 78 percent.

OLD BUSINESS

None.

NEW BUSINESS

The Board discussed the need for a new meeting date for the Library board due to Trustee Harbeck's commitment to serve on the Board of Public Works. The Board discussed various date options and settled on the 4th Monday of every month. This was agreed to unanimously. The next meeting was scheduled for Monday June 27, 2011 at 6:30 p.m. at the Library.

John informed the Board that Karron Stockwell is the new Town of Grafton representative. In addition, there is a vacant position on the Library Board due to Dave Antoine being elected as Village Trustee. If anyone knows of anyone who may be interested, please have them contact Director Hanson or the Village Clerk's Office. Applications for committee appointment are also available on the Village website.

ADJOURN

Motion by Judy Baer, seconded by Linda Steffens, to adjourn at 8:05 p.m.
Approved unanimously.