

VILLAGE OF GRAFTON

JOINT LIBRARY BOARD MEETING MINUTES

FEBRUARY 9, 2009

(Unapproved)

Acting President Rita Liesiefsky called the Joint Library Board meeting to order at 6:35 p.m.

Members Present: Trustee David Liss, Rita Liesiefsky, Deb Gruenwald, Bill Moritz

Members Absent: Dave Antoine, Maggy Kuhn, Supervisor Nancy Rogers

Staff/Officials Present: Library Director John Hanson

MINUTES

Motion by Deb Gruenwald, seconded by Bill Moritz, to approve the January 12, 2009 minutes, as presented. Approved unanimously.

AUTHORIZATION OF DISBURSEMENTS

Director Hanson informed the Board that there were two batches of disbursements. One batch was for 2008 disbursements and the other from the beginning of 2009. He briefly reviewed several expenditure line items: Line 210 contractual services - the smoke detectors were inspected for the year; Line 248 repair and maintenance - repair of the security door to fix and replace faulty sensors and a compressor warranty that was authorized at a past meeting. Director Hanson also indicated that the cash register had to be replaced. He stated that staff was able to get a slightly used one at a lesser cost. Rita Liesiefsky questioned if there are any additional 2008 expenditures remaining to be accounted for. Director Hanson said everything is in except for one small bill.

Motion by Trustee David Liss, seconded by Deb Gruenwald, to authorize payment of the Library disbursements, as presented. Approved unanimously.

FINANCIAL REPORT

Director Hanson reported that there was nothing of interest under revenue. Under expenditures, Director Hanson believes that line 248 may go over for the year. Director Hanson also reviewed possible repairs that may need to be possibly completed this year. The repair work will include the heating system, the columns outside the entrance, and a new railing for the back entrance. Ms. Liesiefsky questioned what transfer to debt service was. Director Hanson responded that it is for the WI pension fund that a few employees still have. Director Hanson said that the Library only has a few more years left to pay into it.

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

REVIEW LIBRARY DONOR FUND

Director Hanson informed the members that were only a few checks disbursed last month. He also updated the Board on the problems he is still having with Harris Bank.

CURRENT LIBRARY EVENTS

Various Library staff will participate in a February webinar on February 10. This program is entitled 'Overdrive Digital Library', and will explore the service whereby customers can download music and videos to their computer.

A 'Targeting the ages: Programming that Hits the Mark' program will be held for Library staff on February 13 at the ESLs offices. Mary Jo Hansen and Deb Paschke will attend this program.

On Monday, February 16, a Job Hunting Workshop will be held at the library. This will be conducted by a representative from the Workforce Development Center.

On Tuesday, February 17, a Scrapbooking Workshop will be held in the library.

A Federal Tax Update Program will be held in the Library on Thursday, February 19. This will include tax tips, most frequently missed tax breaks, and changes coming next year.

Saturday Family Story Times continue into February. The Youth Library held an Abe Lincoln 200th birthday celebration with stories, crafts and cake on February 7, and the Saturday movie 'City of Ember' will be shown on February 14.

STATE ANNUAL REPORT

Director Hanson reviewed the Library State Annual Report. He informed the Board that the report will be filed electronically to the State. The report includes Library items such as the budget, grants and circulations. Rita Liesiefsky asked where the money from Washington County is allocated. Director Hanson responded that the funds are placed in the Library System Revenues part of the budget.

Motion by Bill Moritz, seconded by Trustee David Liss, to accept the State Annual Report and authorize Director Hanson to file it electronically.
Approved unanimously.

JOHNSON CONTROLS BUSINESS CASE ANALYSIS

Director Hanson reviewed an energy summary from Johnson Controls. Working with the Department of Public Works and Johnson Controls new lighting will be installed in the Library. Director Hanson stated that the Village is paying for the expenditure upfront and the Library will pay the Village back over the next 14 years at \$4,400 each year. Johnson Controls is guaranteeing that the Library will save \$4,400 by installing the new lights.

Director Hanson indicated that the total cost of this project is \$61,500. He also explained to the Board that all municipal buildings will be involved in some type of energy conservation efforts. Rita Liesiefsky questioned the guaranty that the library will

actually save \$4,400 each year with the likelihood that energy costs will increase from year to year. Director Hanson responded that he did not know that answer but would look into it. Director Hanson said Johnson Controls wanted to replace other items along with the lighting but with the cost he decided to only change the lighting for now and nothing else.

Motion by Bill Moritz, seconded by Rita Liesiefsky, to approve the Energy Conservation project for a cost of \$61,500, which will be paid by the Village of Grafton and repaid by the Library at an annual rate of \$4,400 over the next 14 years in guaranteed energy savings. Approved unanimously.

OLD/NEW BUSINESS

In May, the display case will have a NASCAR display. In February, the display case will continue to have vintage magazines on display.

Director Hanson updated the Board on the use of the parking lot by NSAA members. Director Hanson indicated that he discussed this issue with Village Administrator Darrell Hofland and the contract with NSAA does not include any parking lot matters. He also noted that if there was a parking restriction that it would be very hard to enforce. Director Hanson said at this point he will work with NSAA and deal with the problems if and when there are any in the future.

ADJOURN

Motion by Deb Gruenwald, seconded by Trustee David Liss, to adjourn the meeting at 7:23 p.m. Approved unanimously.