

VILLAGE OF GRAFTON

JOINT LIBRARY BOARD MEETING MINUTES

MARCH 9, 2009

(Unapproved)

President Dave Antoine called the Joint Library Board meeting to order at 6:32 p.m.

Members Present: Trustee David Liss, Rita Liesiefsky, Deb Gruenwald, Bill Moritz, Dave Antoine, Supervisor Nancy Rogers

Members Absent: Maggy Kuhn

Staff/Officials Present: Library Director John Hanson

MINUTES

Motion by Deb Gruenwald, seconded by Bill Moritz, to approve the February 9, 2009 minutes, as presented. Approved 4-0 (Dave Antoine and Supervisor Nancy Rogers - abstained).

AUTHORIZATION OF DISBURSEMENTS

Director Hanson reviewed the disbursements. He stated that Line 210 is the yearly charges to ESLs for service, Licensing and maintenance agreements. Director Hanson also informed the Board that under line 248, repairs and maintenance, there were two repairs one was a boiler repair the other was a humidifier that needed replacement.

Motion by Rita Liesiefsky, seconded by Supervisor Nancy Rogers, to authorize payment of the library disbursements. Approved unanimously.

FINANCIAL REPORT

Director Hanson reported that there was nothing of interest under revenue. Under expenditures Director Hanson informed the Board that line 248 is already at 61 percent for the year. He also stated that repairs that can wait are going to be postponed until later in the year, providing there are still funds available. Supervisor Nancy Rogers asked why there have been so many repairs already this early in the year. Director Hanson responded that the new HVAC company is catching things that the last company was either overlooking or they just did not do. Dave Antoine questioned about line 510 being so high. Director Hanson said that is how that works most of the charges are done early in the year there will only be small amounts for the rest of the year.

Motion by Trustee David Liss, seconded by Dave Antoine, to approve the financial report as written. Approved unanimously.

REVIEW LIBRARY DONOR FUND

Since the last meeting there has been only one deposit which was from the book sale and the parking meter. There were also three checks written out for books using the book sale money. Bill Moritz questioned the interest percent being received on the

money market account. Director Hanson responded that the Library is receiving between 2 and 3 percent he did not know the exact number.

CURRENT LIBRARY EVENTS

Cabin Fever Week was held at the library the week of February 16. Summertime and beach oriented items were placed throughout the Library for this event. Refreshments were served and door prizes were available.

On February 17, Director John Hanson attended a Grafton Lions Club meeting. He informed the Lions members about things happening at the Library and distributed a few prizes for a little question/answer game.

In late February and on March 3, Mary Jo Hansen and Judy Jones participated in a web-based Overdrive class, a database of videos and music available to ESLS customers.

A staff-led reference workshop was held on February 26.

On March 2, Judy Jones read a story at Target in honor of Dr. Seuss' birthday.

The UWM Great Decisions Series of programs began at the library on March 5. The topic was Energy and the Economy – Fostering a Green Recovery. On March 12, the Russia – Confrontation or Partnership program will be held and on March 19, a Global Food Crises program will be held. The programs include a video presentation followed by a discussion led by a retired diplomat.

Sign-ups for Spring Story Times began the week of February 23. The story times begin in early March and continue through May.

On March 17, a Scrapbooking workshop will be held at the library.

Beginning March 31, the Library will be featuring a seven-session food systems course that is organized by the Northwest Earth Institute. The program includes discussion-based courses based on approximately 15 pages of readings per week. After the first session, participants will lead discussions.

AUTHORIZATION TO FILL LIBRARY ASSISTANT POSITION

Director Hanson informed the Board that this is not a new hire. He explained that one of the employees is leaving for another job and this request to replace an existing employee. He also stated that this position is part-time for approximately 20 hours per week.

Motion by Trustee David Liss, seconded by Deb Gruenwald, to approve the filling of the vacant Library Assistant position.

Supervisor Nancy thinks with the economy and the higher repair costs already this year that this position should not be replaced at this moment. Director Hanson said he already has a person for this position pending Board approval. He mentioned that the

process was much shorter being he had some applicants available from the last hiring. After limited discussion, Supervisor Rogers still felt that this position should not be replaced and other staff should pick up the slack to save the Library some money.

Director Hanson said it might be tough for the staff to pick up the slack. Supervisor Rogers thinks that we should start cutting now so that later in the year we won't have to cut money that most likely will come from the book budget. The Board continued discussion on this matter. Director Hanson indicated that staff is already being worked and without replacing this person they may become overworked and with the economy business at the Library is up. He feels without this position being filled reference and children's programming may need to be cut so that those employees can be used to fill the hours at this position. Supervisor Rogers asked what benefits this position gets. Director Hanson said only a 5 percent retirement fund and a straight \$10.29 per hour. He said that this part-time position does not get holiday pay, vacation pay or insurance. Supervisor Rogers asked to see other hours and staff positions at some of the other libraries in the system.

Trustee David Liss and Deb Gruenwald withdrew their motion and second.

Motion by Supervisor Nancy Rogers, seconded by Rita Liesiefsky, to tabled this item until next month. Approved Unanimously.

5-YEAR CAPITAL IMPROVEMENT PROGRAM REQUESTS

Director Hanson summarized the Library 5-year capital improvements program. Director Hanson after a discussion with the new HVAC company has decided to remove the boiler from the program. He said after talking to the new company they feel the boiler is still in good shape and will last for some time. Director Hanson said instead of replacing the boiler he thinks perhaps funds could added to the repairs budget just in case repairs are needed on the boiler system. Director Hanson hit some other points of interest. In 2011 he would like to install a self-check out unit to help free up staff time. He mentioned the only other library using this system is the Mead Library. They have a couple of the units presently in operation. Director Hanson mentioned the only other high-ticket item is in 2012 the library will need new carpeting being the library is still using the original carpet that was put in when the library was new in 1989. The rest of the items he said are just minor routine yearly replacements.

Motion by Trustee David Liss, seconded by Rita Liesiefsky, to forward the Library Capital Improvement Program requests to the Finance Committee for inclusion in the Village-wide Five-Year Capital Improvement Program, minus the Boiler replacement request. Approved Unanimously.

NSAA OUTDOOR CLASSROOM

Director Hanson reviewed the plans with the Board. The members had no objections to the outdoor garden. They think it will be a great addition to the area.

CIRCULATION STATISTICS OF LIBRARY MATERIALS

Motion by Dave Antoine, seconded by Supervisor Nancy Rogers, to table this item until next month's meeting. Approved unanimously.

INTER-LIBRARY LOAN POLICIES

Director Hanson explained why he wants to make the changes to the policy. He explained that the Library is a 4 to 1 net lender, meaning the library lends out 4 items for every 1 item we borrow to Wisconsin libraries that are not in the Eastern Shores Library System. Director Hanson said he would like to no longer lend any audio-visual items to any library outside the ESLS. He thinks this could free up staff time of roughly one hour per week.

Motion by Deb Gruenwald, seconded by Bill Moritz, to approve interlibrary loan policy to eliminate lending or borrowing of audio-visual items. Approved unanimously.

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

Motion by Bill Moritz, seconded by Deb Gruenwald, to table this item until the next meeting. Approved unanimously

APPROVE 2009 EMPLOYEE COMPENSATION

Motion by Bill Moritz, seconded by Deb Gruenwald, to table this item until the next meeting. Approved unanimously.

OLD/NEW BUSINESS

Director Hanson informed the Board that he spoke with NSAA about the parking lot concerns and NSAA agreed to work with the Library and share the parking lot. NSAA was very receptive and will do what is necessary to work together.

Deb Gruenwald suggested that the Library Board explain to the Library employees about the possibility of not filling the Library Assistant Position. The members agreed that this is a good idea and it should come from the Board and not Director Hanson.

ADJOURN

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