

VILLAGE OF GRAFTON

JOINT LIBRARY BOARD MEETING MINUTES

JUNE 28, 2011

(UNAPPROVED)

The meeting was called to order by President Harry Rollings at 6:38 p.m.

Grafton Library Board members present: Judy Baer, Harry Rollings, Lisa Harbeck, Linda Steffens, and Karen Stockwell.

Members absent: Deb Gruenwald and Susan Hoffman

Staff present: John Hanson

PERSONS REQUESTING TO BE HEARD

None.

MINUTES

Motion by Trustee Lisa Harbeck, seconded by Judy Baer, to approve the minutes of the May 9, 2011 Joint Library Board meeting, as presented. Approved 4-0 (K. Stockwell-abstained).

AUTHORIZATION OF DISBURSEMENTS

Discussion occurred on the authorization of disbursements. Director Hanson explained the accounting of the elevator payment and the Internet service payment. Line 310 was for the purchase of a laser printer. Lisa Harbeck questioned the purchase of gift cards. It was identified that the cards were for teen prizes. A credit of \$196 was questioned by Judy Baer and was for a duplicate payment. Lisa Harbeck questioned the contract with James Imaging. The cost is for the public and staff use of the copier.

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

FINANCIAL REPORT

Director Hanson explained that donations and miscellaneous revenues are not a budgeted item; however, funds have been received this year. Repairs and maintenance is only at \$1831 and the budgeted amount is \$10,000. Heating and cooling are set at optimal levels for economy. In line 210, there is \$6000 extra to be used in case of an emergency. Karen Stockwell questioned if 6.8 percent was reduced off this budget. Director Hanson explained that the 6.8 percent reduction may be considered for the 2012 budget and sustained each year after.

Motion by Karen Stockwell, seconded by Lisa Harbeck, to approve the Financial Report, as presented. Approved unanimously.

DONOR FUND

Director Hanson reviewed the fund and stated the balance of the fund is \$81,000.

CURRENT LIBRARY EVENTS

Director Hanson reviewed the current library events. A webinar was attended by staff, Judy Jones promoted the summer reading program, the rain barrels from the parade were donated, and other donations to the library were explained.

BENCHMARK MEASUREMENTS

Public computer use does not include people who bring in their own laptop to the Library. Starting this year, public computer use is being tracked monthly so a complete use analysis will be available in 2012.

2012 LIBRARY BUDGET

Director Hanson stated he will provide a complete budget next month for review.

OLD BUSINESS

None.

NEW BUSINESS

The Village is discussing a new PTO (paid time off) policy. This will save money by combining all time off into one pool. The policy will be approved at a future meeting and take effect in 2012.

ADJOURN

Motion by Judy Baer, seconded by Karen Stockwell, to adjourn at 7:45 p.m. Approved unanimously.