

**VILLAGE OF GRAFTON**

**JOINT LIBRARY BOARD MEETING MINUTES**

**OCTOBER 24, 2011**

(Unapproved)

President Harry Rollings called the Joint Library Board meeting to order at 6:38 p.m.

Members Present: Harry Rollings, Susan Hoffman, Linda Steffens, Trustee Lisa Harbeck, Deb Gruenwald

Members excused: Judy Baer, Supervisor Karron Stockwell

Staff/Officials Present: Library Director John Hanson

**MINUTES**

Motion by Trustee Harbeck, seconded by Susan Hoffman, to approve the September 26, 2011 minutes, as presented. Approved unanimously.

**AUTHORIZATION OF DISBURSEMENTS**

Director Hanson noted annual software expenses on line 210, and the purchase of an anti fatigue mat on line 319. All other expenses were routine.

Motion by Deb Gruenwald, seconded by Linda Steffens, to authorize payment of the library disbursements. Approved unanimously.

**FINANCIAL REPORT**

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

**REVIEW LIBRARY DONOR FUND**

Director Hanson summarized Donor Fund activity.

**CURRENT LIBRARY EVENTS**

Amy Tomson participated in two webinars on September 27. The webinars were: "Ebook Explosion!" and "Overdrive Experience."

Judy Jones and Karen Thatcher attended the annual ESLS children's meeting at the Sheboygan Library on October 7.

On October 13, Amy Tomson and Deb Paschke went to the Brookfield Library for a "Marketing Library Programs on a Budget" program.

A book signing by local authors Erin Blum and Sue Hass will be held on October 25 at 6 p.m. The authors will be signing copies and answering questions on their recent book "Saving a Dam and the Heart of a Community".

On October 26, the library will hold a “Finding Reliable Health Information” class. Hospital Librarian will give people tips, tricks, and specific sites for finding information on the internet.

Director Hanson and Mary Jo Hansen will be attending the WLA annual conference in Milwaukee. The conference is held from November 1 – November 4.

Mary Jo Hansen will attend a “Merchandising Your Collection” workshop at the West Allis Library on November 15.

Director Hanson will be attending the LSTA Advisory Committee meeting in Madison on November 16-17.

The library has been awarded the **2011 State Employer of the Year award** by the Wisconsin APSE (Association of Persons in Supported Employment). This award is in recognition of the exceptional support the library provides to an employee with developmental disabilities.

Director Hanson and Lori Ebbert attended the awards ceremony at the Osthoff Resort on October 4. Director Hanson also attended a “Celebrating Employment in Ozaukee County” event sponsored by Portal, Inc. This was held October 20 at the Best Western in Mequon.

#### **VACATION AND PAID TIME OFF POLICY**

Motion by Linda Steffens, seconded by Deb Gruenwald to delete existing Section 17.01 Vacation and existing Section 17.02 Sick Leave, effective January 1, 2012, and approve Section 17.015 Paid Time Off Policy as presented, effective January 1, 2012 for existing employees and approve Section 17.015 Paid Time Off Policy as presented, effective immediately for all newly hired employees covered by the Employee Manual. Approved unanimously.

#### **GRIEVANCE PROCEDURE**

Motion by Deb Gruenwald, seconded by Susan Hoffman, to approve the revisions as presented to Chapter 11 (Grievance Procedure) of the Employee Manual. Approved unanimously.

#### **2012 LIBRARY BUDGET**

The Library Board questioned the internet charges and requested further clarification from the Village.

Motion by Linda Steffens, seconded by Trustee Harbeck, to approve the 2012 budget as presented, contingent upon further clarification of internet charges to the Library from the Village. Approved unanimously.

#### **ADJOURN**

Motion by Trustee Lisa Harbeck, seconded by Susan Hoffman, to adjourn the meeting at 8:00 p.m. Approved unanimously.