

Ethel Everhar Memorial Library Board of Trustees
February 9, 2015 6:45P.M. Library

Presiding Officer: President, LeeAnn Kittleson , called the meeting to order at 6:45PM.

Roll: Trustees: LeeAnn Kittleson, Karen Christensen, Pat Adkins, Karen Robotka, Bruce Dethlefsen and Library Director, Aaron Raschke in attendance.

Agenda: Christensen moved to approve the agenda for February 9, 2015 Board Meeting, second by Robotka. **MC 5-0**

Minutes: Christensen moved to approve minutes of January 12, 2015 regular Library Board meeting with the insertion of Closed Session information. *WI Statute §19.85(1)(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.* Second by Dethlefsen. **MC 5-0.**

Public Comments: None.

Reports:

Financial Report:

1. Christensen moved to approve payment of Monthly Bills for February 2015. Second by Dethlefsen. Roll Call Vote: Kittleson – yes; Robotka - yes; Adkins - yes; Christensen-yes; Dethlefsen - yes. **MC 5 yes and 0 no.**
2. Income report presented and discussion was held. Question rose about arrival of Village funds. Aaron will check.
3. Expense report presented and discussed. Aaron will check on the charge from Berlin Medical Center. WALs fee was paid.
4. Discussion was held on getting Aaron a village credit card. Dethlefsen moved that Aaron be issued a Village credit card with Village credit limit for library use. Discussion was held. **MC 5-0**

Director's Report

1. Monthly Statistics January 2015: Circulation - 4403; Patrons - 1856; New Cards -18; Computer Hours - 141; Computer Users - 217; Wireless Devices - 95; Wireless Hours - 5; Website Visits - 1547; Website Pageviews - 2850.
2. Staff Training went well.
3. Aaron reported on programs. Book Club to read A Bend in the Road by Nicolas Sparks. Blind Date with a Book display & activity ongoing. Birthday Party for Dr. Sues Monday 3/2 at 6pm. Volunteers needed and encouraged to come and read favorite Dr. Sues book aloud.
4. Aaron talked about magazine check-out. Patrons are asking to check out current magazines. Policy now is that new magazines are for in-library use only. Older magazines are barcoded and available for check-out. After discussion board suggested that policy stays as is for now.
5. Aaron has put together a 'wish list' of needed items that might be purchased with the

\$13,100 extra in this year's budget (from salary and insurance budgeted). A good time to get some needed items:

- locking file cabinet for the office (board suggested getting a good quality one 2-4drawer)
- electronic patron counter
- computer for patron station
- early literacy station
- IPad and programming
- glass/clear plastic check-out desk cover
- paper shredder (Staff use only)
- labeling machine – office supply
- carpet sweeper

Board suggested other possible purchases:

- Carpet cleaning
- Landscaping
- Painting office

Discussion held.

Friends of the Library:

1. Book & Bake Sale is Feb. 12-14. Set-up 9am Wed. Lots of books donated.

Unfinished Business - None

New Business

1. Patron Complaint and Library Incident Forms discussion tabled until next month. Need to look into the confidentiality of signatures.

2. Dethlefsen moved that we adopt the following: **The Ethel Everhard Memorial Library Board of Trustees hereby states that in 2014, the Winnefox Library System DID provide effective leadership and adequately meet the needs of the library.** Robotka seconds. **MC 5-0**

3. Christensen moved to go to closed session* to discuss Aaron's 3 month evaluation. **WI Statute §19.85(1)(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.* Dethlefsen seconded. **MC- 5-0**

4. Christensen moved to come out of closed session. Dethlefsen seconded. **MC-5-0**

Christensen made a motion made to adjourn Second by Robotka. **MC- 5-0**

Next meeting, March 9, 2015. New Business: at 6:45pm

Minutes recorded by Pat Adkins.