

Ethel Everhard Memorial Library Board of Trustees
August 8, 2016 6:45P.M. Library

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

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

Agenda: Dethlefsen moved to approve the agenda for the August 8, 2016 Board Meeting, second by Christensen. **MC 4-0.**

Minutes: Dethlefsen moved to approve the minutes of the July 11, 2016 regular Library Board meeting as written. Second by Robotka. **MC 4-0.**

Public Comments: None.

Reports:

Financial Report:

1. Christensen moved to approve payment of Monthly Bills for August 2016 as presented and the WE Energies bill when it arrives. Second by Dethlefsen. Roll Call Vote: Kittleson – yes; Robotka - yes; Christensen-yes; Dethlefsen - yes. **MC 4 yes and 0 no.**

2. Income and Expense reports presented. July 2016 was discussed.

Director's Report:

1. Monthly Statistics July 2016: Circulation - 4521; eCirculation – n/a; Patrons - 2845; New Cards - 5; Computer Hours - 237; Computer Users - 285; Wireless Devices - 333; Wireless Hours - 29; Website Visits - 1047; Website Pageviews - 2243.

2. The Wednesday Summer Library Programs, Adult Summer Reading Program, and Teen Summer Reading Program have concluded. There was more participants in both the Adult and Teen Summer Reading programs this year than last. The Wednesday programs were well attended and the highlight of the program series was Magician Jeff McMullen.

3. WilsWorld was attended by the Library Director who brought back ideas for creative ways to make inferences from data that the library has already collected and ideas for in-depth survey writing for future data collection.

4. The power supply on the inside of Public Computer #4 melted. The computer was scheduled to be replaced in 2016 anyways, so a new computer will be ordered to replace it. While the exact cause of the damage is still unknown, compressed air will be used to occasionally perform minor maintenance to try to prevent this from happening to the other computers in the future.

Friends of the Library:

1. The Antiques Appraisal Event scheduled for August 6th from 9-12 was cancelled due to lack of interest.

2. The next Friends meeting will be August 23rd at 1pm to discuss the Silent Auction in October.

Unfinished Business:

1. The bathroom project is still ongoing. Paint has been purchased and the bathrooms will be painted as soon as the holes in the ceiling are filled in. New sinks, faucets, and levered handles will be ordered to increase accessibility for operating the sinks in both bathrooms.

2. Dethlefsen moved to approve the Open Meeting Policy as presented with the changes that were discussed at the July Board Meeting. Robotka seconds. **MC 4-0**

New Business:

1. The first draft of the 2017 Library Budget was presented and discussed. The budget will need to be revised following next month's County Executive and Finance Meeting. There is also a potential rate hike from Westfield Electric that may result in an adjustment in the budget. We are waiting for a quote from the Municipal Property Insurance Company to determine what to budget for insurance costs.

2. Dethlefsen moved to go to closed session* to discuss staff 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.*

Robotka seconded. **MC- 4-0**

3. Christensen moved to come out of closed session. Robotka seconded. **MC-4-0**

Christensen made a motion to adjourn Second by Robotka. **MC- 4-0**

Next meeting, September 12, 2016. New Business: at 6:45pm

Minutes recorded by Aaron Raschke.