

Ethel Everhar Memorial Library Board of Trustees
March 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, and Library Director, Aaron Raschke in attendance. Bruce Dethlefsen is absent.

Agenda: Robotka moved to approve the agenda for March 9, 2015 Board Meeting, second by Christensen. **MC 4-0**

Minutes: Christensen moved to approve minutes of February 9, 2015 regular Library Board meeting. Second by Robotka. **MC 4-0.**

Public Comments: None.

Reports:

Financial Report:

1. Christensen moved to approve payment of monthly bills for March 2015 without the gas bill which Aaron will pay when it comes and with the addition of Menard's billing payment in February. Second by Robotka. Roll Call Vote: Kittleson – yes; Robotka - yes; Adkins - yes; Christensen-yes. **MC 4 yes and 0 no.**

2. Income report presented and discussion was held. No Village funds yet deposited. Aaron will check with Megan to see when we can expect the deposit.

3. Expense report presented and discussed. Aaron reported that expense item to Berlin Health on February Expense Report was incorrect. It should have been Bellin Health.

4. Board approved transfer of money market fund to balance the 2014 budget. Transferred \$9,653. Balance remaining in money market acct. \$11,884.

Director's Report

1. Monthly Statistics February 2015: Circulation - 4360; Patrons - 1796; New Cards -14; Computer Hours - 186; Computer Users - 282; Wireless Devices - 92; Wireless Hours - 6; Website Visits - 1431; Website Pageviews - 2572.

2. Aaron showed us the new patron counter from the wish list. Reported it is working well. Also new computer has arrived.

3. Aaron reported on programs. Good turnout for the Dr. Seuss program, 29 children and 20 adults.

4. Aaron has finished the new shelving in the Children's area. All liked the new look.

5. Aaron reported on Library Legislative Day.

Friends of the Library:

1. Book & Bake Sale made \$924.18 (\$494.93 from books & \$429.25 from baked goods).
2. Next meeting March 24th.

Unfinished Business

1. Annual Report filed. Aaron had copies for us to review.

New Business

1. Patron Complaint and Library Incident Forms were discussed. We discussed whether person making the complaint will sign the forms. Signatures would help make complaint resolution notification possible. Should forms be shown to staff was discussed. The board will think about it. Tabled until April.

2. Penny came to speak to board. She made her case for giving her the ten hours of the Library Assistant I position instead of hiring another person. We discussed how hiring another person versus having only two people would work. Coverage for vacations or illness would be difficult with only two staff members. At what pay rate? Motion made by Robotka to table the discussion on combining Library Assistant positions until next month. Second by Christensen. **MC-3-1** In the meantime, Penny will work the ten hours on a trial basis, until the next board meeting.

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

Next meeting, April 13, 2015. New Business: at 6:45pm

Minutes recorded by Pat Adkins.