

## **LIBRARY BOARD MINUTES**

June 15, 2011 6:30 pm

Carnegie Meeting Room

**PRESENT:** Denise Duranczyk, Kathleen Kelly, Erlene Bishop Killeen, Linda Schaefer, Tricia Suess, Elva Tyson

**EXCUSED:** Bill Cress

**ABSENT:** George Craig, Dave McKichan

**ALSO PRESENT:** Library Director, Richard MacDonald; Administrative Assistant, Debbie Myren

1. The meeting was called to order at 6:30 pm by President Suess.
2. **Amendments to the Agenda:** None
3. **Review/Approval of Minutes of May 18, 2011:** Duranczyk moved to accept the minutes, Schaefer seconded, and the motion carried unanimously.
4. **Public Comment:** None
5. **Review/Discuss Correspondence:** None
6. **Review/Approve Financial Statements for May 2011:**
  - a. Account 215 (General Fund)  
Tabled until the July meeting – MacDonald to question Finance Department about negative numbers in the report.
  - b. Account 217 (Special Gift Fund)  
Duranczyk made a motion to accept the Account 217 statements, Suess seconded and the motion carried unanimously.
  - c. Stoughton Area Community Foundation account  
The May statement was circulated among the Board members.
7. **Review/Approve Bills for June 2011:**
  - a. June 2011 Fund 215 bills totaling \$3,831.18 were approved on a motion by Duranczyk, Suess seconded and the motion carried unanimously.
  - b. June 2011 Fund 217 bills totaling \$180.25 (Designated) and \$141.35 (Undesignated) was approved on a motion by Duranczyk, Schaefer seconded, and the motion carried unanimously.
8. **Committee Reports:**
  - a. Facilities – No Report
  - b. Finance – No Report
  - c. Personnel – No Report
  - d. Policies – No Report
  - e. Marketing – The committee met on Monday (minutes are not available yet). Bill Cress was elected Chair of the committee. An evaluation form consisting of four questions with a space for comments (to possibly be used for marketing) is to be available at programs held at the library. Discussion followed.
9. **Friends Report:** Kelly reported that the regular meeting will be held next week, but a meeting was held regarding the planning of the Fall Gala. The Gala will be held at the Country Club (the exact date in November is still being determined), with a larger silent auction, a raffle, cash bar, dancing and hors d'oeuvres planned for the evening event.
10. **Unfinished Business:** None
11. **New Business:**
  - a. Funding of replacement staff during two consecutive, and perhaps overlapping maternity leaves  
This is no longer an issue; the Personnel Director looked at the lengths of the leaves planned along with the time off that will be paid and unpaid, and determined that there will be more than enough money available to pay for the temporary staff needed during this time.
  - b. Approval of position description for Temporary Adult Services Substitute  
  
Duranczyk made a motion approve the position description for Temporary Adult Services Substitute as presented, Schaefer seconded, and the motion passed unanimously. Discussion followed about how this is normally not a necessary task for the Board.
  - c. Additions to Circulation Policy pertaining to patrons who owe money and file for bankruptcy  
Information regarding patrons who owe money and file for bankruptcy was included in the Board Packet and reviewed. The Director and staff will put together a recommendation, present it to the Policies Committee, who will then bring their recommendation to the Board for review and approval.

d. Beyond the Page Grant

Information regarding the Beyond the Page Grant was included in the Board Packet and reviewed.

Duranczyk made a motion that the Board participate in the Beyond the Page Grant, Suess seconded, and the motion passed unanimously.

e. Discussion of creating a Fund Raising Committee

The Trustees discussed creating a Fund Raising Committee. Kelly, Suess and Schaefer will meet for further discussion and bring a recommendation to the full Board.

f. Establishment of Library Board Goals

Suess will compile a list of goals and present them at the next meeting.

g. Budgeting for Outcomes update

MacDonald has spent many hours working on BFO projects. He will be submitting the seven offers from the Library (consisting of almost sixty pages) on Monday or Tuesday of next week.

13. **Director's Report:**

a. Statistics for May 2011

Library statistics were included in the Board packet and reviewed.

b. Administration Report for May 2011

The report was included in the Board packet and reviewed.

14. **Adjournment:** The meeting was adjourned at 7:55 pm on a motion by Duranczyk, seconded by Schaefer and carried unanimously.

Next regular Meeting – July 20, 2011, 6:30 pm, Carnegie Room

Recorded by Debbie Myren; Reviewed by Richard MacDonald