

LIBRARY BOARD MINUTES

February 10, 2010 6:30 pm
Carnegie Meeting Room

PRESENT: George Craig, Bill Cress, Denise Duranczyk, Erlene Bishop Killeen, Judy Luschen (arrived 6:45), Linda Muller, Tricia Suess, Larry Weiss, Pam Wilson

EXCUSED:

ALSO PRESENT: Jaime Vache, Debbie Myren

1. The meeting was called to order at 6:30 pm by President Craig.
2. **Amendments to the Agenda:** None
3. **Review/Approval of Minutes of January 13, 2010:** Duranczyk noted that her time of arrival was 7:25 pm and requested that the minutes be amended to indicate the time change. Killeen moved to accept the minutes as amended, Duranczyk seconded, and the motion carried unanimously.
4. **Public Comment:** None
5. **Board In-service Training:**
 - a. Review Library Strategic Plan including Mission & Vision 2006 – 2009:
Trustee Suess led a discussion to review the 2006-2009 Strategic Plan and address if Strategic Plan Goals support the Mission and Vision Statements. Suggestions for updates and changes will be addressed in a special ½ day meeting to revise and update the Strategic Plan.
 - b. Discuss Strategic Planning & Develop Strategic Planning Calendar of Work:
Vache was directed to obtain a list of Saturdays in May or June to hold a ½ day special Board Meeting to update the Library Strategic Plan with facilitator Cheryl Becker, Public Library Consultant from SCLS, and bring this list of dates to the March Library Board meeting.
 - c. Develop 2010 Board Goals:
The 2009 Board Goals were included in the board packet and discussed. 2010 goals will be set at the ½ day strategic plan meeting to be scheduled in May or June.
 - d. DPI Trustee Essential #12: Library standards & Dane County Library Service Plan for Library Service Goal 4: Standards for Public Libraries in Dane County were included in the board packet and reviewed. Vache was directed to compile the specific calculations for Stoughton based on the Dane County Standards and distribute at the March meeting.
6. **Review/Discuss Correspondence:** President Craig received a letter from Linda Muller indicating that she will be ending her term on the Library Board in April 2010.
7. **Review/Approve Financial Statements for January 2010:**
 - a. Account 215 (General Fund)
Duranczyk made a motion to accept the Account 215 statements, Weiss seconded and the motion carried unanimously.
 - b. Account 217 (Special Gift Fund)
Duranczyk made a motion to accept the Account 217 statements, Weiss seconded and the motion carried unanimously.
 - c. Stoughton Area Community Foundation account
The December statement was circulated among the Board members.
8. **Review Special Gift Fund 217 and Allocate Interest**
Killeen made a motion to allocate \$641.00 in Interest from 2009 to Special Gift Fund 217- Building Fund, Duranczyk seconded and the motion carried unanimously.
9. **Review/Approve Bills for Late December 2009 and February 2010:**
 - a. Late December 2009 Fund 215 bills totaling \$1,705.26 and February 2010 Fund 215 bills totaling \$62,396.47 were approved on a motion by Duranczyk, Weiss seconded and the motion carried unanimously.

- b. February 2010 Fund 217 bills totaling \$428.36 (Designated) and \$472.45 (Building Fund) were approved on a motion by Duranczyk, Weiss seconded and the motion carried unanimously.

10. Committee Reports:

- a. **Facilities:** Minutes from the January 28, 2010 meeting were included in the packet and were reviewed by Trustee Duranczyk. The committee will be sending out RFPs for the second floor conceptual design and cost study soon. The next meeting is scheduled for February 11 at 1 p.m.
- b. **Finance:** No report.
- c. **Personnel:** Minutes from the January 9, 2010 meeting were included in day of packets and were reviewed by Trustee Wilson. The committee recommends the currently vacant Library Assistant II position be filled at a 24 hours per week permanent part time position. The pay differential between the former employee at the top of the wage matrix and new hire at the start of the wage matrix allows for this within the 2010 budget and with an additional small fund balance. The committee will be submitting an article to the Hub introducing the new Children's Librarian.
- d. **Policies:** Minutes from the January 6, 2010 meeting were included in the packet and reviewed. The committee will be responsible for submitting an article to the Hub regarding meeting rooms and computer access at the library.
- e. **Ad Hoc Marketing:** The next meeting is scheduled for February 18, 2010 at 10:30 a.m.

11. Friends Report:

The Friends will meet on Thursday, February 11 at 6 p.m. to discuss their annual donation to the library and appoint new officers.

12. Unfinished Business: None

13. New Business:

- a. Approval of State Annual Report and Statement of Effectiveness.

The report and statement were included in the day of meeting packets and reviewed.

Wilson made a motion to approve the 2009 State Annual Report and Statement of Effectiveness, Duranczyk seconded and the motion carried unanimously.

- b. Review/Approve Recommendation from Personnel Committee to fill vacant Library Assistant II position.

Duranczyk made a motion to approve the Personnel Committee recommendation for filling the vacant Library Assistant II position as presented, Weiss seconded and the motion carried unanimously.

- c. 2009 Memorials & Donations Listing

The listing for the Stoughton Hub and library lobby was included in the packet and reviewed.

Duranczyk made a motion to approve the 2009 Memorials and Donations listing as presented, Weiss seconded and the motion was approved unanimously.

14. Director's Report:

- a. Statistics for January 2010

Library statistics were included in the Board packet and reviewed.

- b. Administration Report for January 2010

The two page report was included in the Board packet and reviewed.

- c. Board Packet Printing

All Trustees receive notification via e-mail that agendas and packets are available on the library website. Trustees Craig, Cress, and Luschen would also like to continue to have the Board Packet printed for them and made available in the Director's office.

15. **Adjournment:** The meeting was adjourned at 8:06 pm on a motion by Duranczyk, seconded by Weiss and carried unanimously.

Next regular Meeting – March 10, 2010, 6:30 pm, Carnegie Room

Recorder: Jaime Vache/dm