

POWERS MEMORIAL LIBRARY BOARD
MEETING MINUTES
Meeting held at Powers Memorial Library
5:00 pm February 15, 2016

Call to Order: The meeting was called to order by President Ann Popp at 5:02pm. Popp, John Lucht, Julie Powell, and Kathy Weiss were present; Roland was excused. Angie Zimmermann was also present.

Minutes of January Board Meeting: Motion by Lucht, second by Powell to approve the minutes as presented. All ayes; motion carried.

Public Comment: None

Financial Report: Motion by Weiss, second by Popp to approve the financial report as presented. Lucht, Popp, and Weiss aye; Powell abstained; motion carried.

Approval of Bills: Motion by Popp, second by Weiss to approve the bills on the bill list except for the Kone bill. Lucht, Popp, Powell, Weiss aye; motion carried. Weiss will look into the Kone bill further.

Librarian's Report:

January 2016 Statistics: Angie provided a summary of the statistics.

Melody and Dani have both started working. One of Dani's responsibilities is creating flyers. There will be a lot of programming coming. The Amnesty Day for fines has been postponed for now. Angie went to training for Bridges. Standard Process is donating \$500 for Angie to spend at the school's book sale. SP will also match all employee check-outs from the library with funding and help with the MakerSpace. Angie needs to put end goals together and talk to them again. They are handling DVDs a bit differently since the cases are no longer available.

APL Meeting: Most of what was covered was cataloging and handling Milwaukee County library card use in the libraries.

Correspondence: None

Old Business:

Procedures for paying bills: Weiss will check with Village accountant Jim Frechette about paying bills through the Village and then having the funds that the Library Board handles reimburse the Village for better record keeping. In looking back at lift repair records, Treasurer, Julie Powell had to look manually since the repair was not paid out of a budgeted fund. The Village Clerk can search by vendor, date, etc. very easily so it might be better in some circumstances.

Lift Repair: Kone will come at 8:00 on February 24th to repair the lifts.

New Business:

Elections: Popp volunteered to continue as President. Motion by Lucht, second by Powell to appoint Ann Popp as Library Board President. All ayes; motion carried.

Motion by Weiss, second by Lucht to appoint Julie Powell as Treasurer. All ayes; motion carried.

Motion by Popp, second by Powell to appoint Jackie Roland as Secretary. All ayes; motion carried.

Motion by Popp, second by Powell to appoint John Lucht and Kathy Weiss co-Vice Presidents. All ayes; motion carried.

2015 Annual Report: There are some funding questions that Angie wants to check on; the report is complete otherwise. The Board will have a special meeting on Thursday, February 25th to approve the report. It is due on February 29th.

Policies and By-Laws: Angie will tweak 30 pages of the the Policies and ByLaws and present them to the Board for approval. She is looking at the following:

Circulation Policies: A policy will be added that library cards will expire every three years. Also addressed will be fine and fee payment, contact information, and forgotten library cards.

Loan Period and Renewal Policies: Items can be renewed three times if there are no holds on the item and if it is not an interlibrary loan item.

Lost Library Items: Items will be considered lost if they are not returned within 42 days of the last renewal. Fines paid for lost items will not be refunded.

Custodian Job Description: Motion by Popp, second by Powell to approve the revised job description. All ayes; motion carried.

Adjournment: Motion by Popp, second by Weiss to adjourn at 6:12pm. All ayes; motion carried.

Respectfully Submitted,

Kathy Weiss/Jackie Roland