

POWERS MEMORIAL LIBRARY BOARD
MEETING MINUTES
Meeting held at Palmyra Public Safety Building
5:00 pm January 18, 2016

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

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

Public Comment: None

Financial Report: Powell reported that a \$25 donation was deposited and that figures for the annual report have been given to Angie. Julie Miller is auditing the books. Motion by Lucht, second by Weiss to approve the financial report as presented. Lucht, Popp, Roland, and Weiss aye; Powell abstained; motion carried.

Approval of Bills: Motion by Weiss, second by Lucht to approve the bills on the bill list. Lucht, Popp, Powell, Roland, Weiss aye; motion carried.

Librarian's Report:

December 2015 Statistics: Statistics are low because of the migration as there were several "off-line" days. There is a lot of programming coming in February.

APL Meeting: Polaris is going well but there are still some mapping issues. The directors have voted to hire a central cataloger for the Bridges System.

- The Friends have purchased a color printer that is in Angie's office. A printer has been set up on the adult computers for printing using the honor system.
- The computers will slowly be converted to Win 10.
- Staff members Kathy H-B, Kevin Kessler, Whitney Tischer, and Angie Zimmermann attended training in Eagle. Angie is going to hold a training and staff meeting after the library closes on Saturday for at least two hours.
- Patrons are happy that the library is again open on Fridays.
- A monthly newsletter has been created as well as a tri-fold brochure outlining services that the library provides.
- Angie is working to get more library interest among the high school population.
- Thirty new DVDs have been put into circulation, some have been paid for by the Friends. Several have already been checked out. There was a question as to whether a multiple DVD set checkout counts as one check-out or one per DVD. It is currently one but Angie is going to check to see what other libraries do with that.
- January 8th Angie attended a Mock Awards for Children's Library development.
- The library needs weeding. This may help to alleviate some of the space issues.
- In developing the Makerspace, Angie is planning to use the space in the meeting area of the lower level. This is also the space that the Friends use for storing books left from the book sales. Ann Popp asked Julie Powell to contact Lori Troyer of the Friends to have them remove the books from that area after the next book sale so that the area is available for the Makerspace. Angie mentioned that the Whitewater director said that it took three years to develop their Makerspace.
- In trying to clean up patron records, Kathy H-B has begun looking for patrons whose accounts have been inactive for three years. There are currently so many library cards available that Bridges is allowing use of those cards. The records are also being checked for patrons with multiple cards and old fines. In looking at outstanding fines, \$1,100 has been found in just last names beginning with A –B.

Correspondence: None

Old Business:

Amend Library Board of Trustees By-Laws: Motion by Lucht, second by Roland to strike Paragraph C2 under Term of Office to make the policy consistent with the Village Ordinance. All ayes; motion carried.

New Business:

Lift Repair: After the Kone contact, Weiss found another company whose repair costs may be lower. She is also going to talk to Building Inspector, John Moosereiner to see what he knows about use of the current type of lift that we have and/or issues related to replacement. It was decided to have a meeting at 12:30pm on Thursday, Jan 21st at the Village Hall to hear what John M has to say.

Weiss had to leave to attend the Village meetings at 6:38. Roland took over the minutes.

Standardize Library Policies (Replacement Cards and Overdue Fines): On page 29, it is suggested that the amount be changed to \$1.00 and #7 on page 28 be changed to \$10 until reduced to \$5. Page 27 #6 change wording to “more than \$10 until fine is reduced to less than \$5.” The loan period will be changed to 21 days except for DVDs and the Book Club List. Motion by Lucht, second by Powell to approve the wording changes. All ayes; motion carried.

Goals for 2016: Improve circulation, work on Adult Programming, and implement one or two new programs/ideas per month. All agreed on the goals.

Amnesty Day: No damaged items can be returned but if two food items accompany returned items during the week of February 15th, a fines of \$5 or less will be forgiven.

Staff Training: Angie will be holding a staff meeting/training session on Saturday, February 23rd from 2:00 until 5:00pm for the Library Staff.

Homebound: A program for circulating materials to the homebound in the Village or Town of Palmyra will be promoted through the Meals on Wheels program. The circulation period for books circulated through the program will be one month. Motion by Lucht, second by Powell to approve the program as presented. All ayes; motion carried.

Friday Evenings: Angie would like to try one Friday event, the showing of a Star Wars movie at 6:30 pm. Motion by Lucht, second by Powell to approve. All ayes; motion carried.

Lamination Policy: Motion by Lucht, second by Powell to approve the lamination policy. All ayes; motion carried.

Disk Cleaning Policy: Motion by Lucht, second by Powell to approve the disk cleaning policy. All ayes; motion carried.

Policy for Paying Bills: Item tabled until February meeting.

Closed Session: Motion by Roland, second by Powell to go into Closed Session at 7:15pm to under WI SS 19.85(1)(c). Roll call: Lucht, Popp, Powell, Roland - aye. Motion carried. Director Angie Zimmermann attended the closed session with the Board.

Motion to Return to Open Session: Motion by Powell, second by Lucht to return to Open Session at 7:47 pm. Roll call: Lucht, Popp, Powell, Roland - aye. Motion carried.

Motion by Powell, second by Lucht to approve the following staff positions:

Tischer, Whitney	Cataloger	\$10/hour	14 hours/week
Kessler, Kevin	Tech Services Assistant	\$ 9/hour	12 hours/week
Huiras-Bruner, Kathy	Staff	per her request=> \$7.25/hour	16 hours/week
	Public Relations	\$11/hour	6-10 hours/week
	Assistant Librarian		10-15 hours/week
	Use the Assistant Librarian Children's Services Assistant for now		total of 20hours/week

All ayes; motion carried.

Adjournment: Motion by Powell, second by Lucht to adjourn at 7:58pm. All ayes; motion carried.

Respectfully Submitted,

Kathy Weiss/Jackie Roland