

Powers Memorial Library
115 Main Street, Palmyra, WI 53156
Library Board Minutes
Monday, December 21, 2015
Meeting held at Public Safety Building

The meeting was called to order at 5:00 pm by President Ann Popp. Those present were Board Members John Lucht, Julie Powell, Jackie Roland, and Kathy Weiss. Library Director Angie Zimmermann was also present.

October Board meeting minutes: Motion by Powell, second by Lucht to approve the November minutes. All ayes; motion carried.

Public Comment: None

Finance report: \$12 was spent on the Safe Deposit Box; interest has increased on the 6-month CD. The Southworth deposit was made to the Memorial and Gift Account. Motion by Lucht, second by Weiss to approve the Finance Report. Roll call vote: Powell abstained; Lucht, Popp, Roland, Weiss – aye; motion carried.

Approval of Bills: Angie mentioned that the credit card came last week and that the Friends are looking at other options for their printing needs because of the cost involved since the Waukesha system is not providing that service as MWFLS did. Motion by Lucht, second by Roland to approve the December bills. Roll call vote: Lucht, Popp, Powell, Roland, Weiss – aye; motion carried.

Librarian's Report:

Waukesha Migration: Angie reported that Polaris went live on December 10 and that there are still major glitches being worked out between Angie and the SystemTech staff. Other libraries are also experiencing issues. There have been some issues with OverDrive and a few patron issues but Angie is making herself very available to the public for help.

November 2015 Statistics: The statistics have improved and a lot of positive comments have been heard about the library. Angie is hoping to hold a "How To" session for the Waukesha system in mid-January; some of the Waukesha people will be available to help.

The APL (Alliance of Public Librarians) meeting was held on December 11th for the Jefferson and Waukesha County library directors. Angie is now secretary for that group.

Correspondence: None

Old Business:

Discuss Library Board Members' Length of Terms: The Village has nothing in their ordinance that limits the terms of Library Board members according to Weiss. The minutes of Library Board meetings were checked back to 1992 and nothing was found to indicate how the term limits came about that are in the by-laws since the Library Board has no power to implement term limits per the WI DPI. The by-laws will need to be amended so that the policy is consistent.

Review and Approve Job Descriptions: Motion by Weiss, second by Powell to approve the job descriptions with added wording "Professional demeanor" to each of them. All ayes; motion carried.

New Business:

Library Mission Statement: Angie asked about an existing mission statement. None existed so she proposed one. Motion by Powell, second by Roland to approve the proposed mission statement. All ayes; motion carried.

Approve New Donation policy form: Motion by Lucht, second by Weiss to approve the new form to be completed when accepting donations if the donor requests one. All ayes; motion carried.

Clean Mats Proposal: Clean Mats was not providing the floor mats that were continually curling. Angie has worked with them to provide all mats for the library with an annual cost of \$690.69. Motion by Weiss, second by Roland to approve the proposal. Roll call vote: Lucht, Popp, Powell, Roland, Weiss – aye; motion carried.

Hosting Events on Sunday: Angie asked about the possibility of hosting a couple of events on Sundays during the year. Patrons were interested in her travel abroad and she is willing to present a program to share it. The Board felt there would not be an issue.

New Building Campaign: There was brief discussion of space needs and how the library could grow in the future.

Closed Session: Motion by Powell, second by Roland to move into closed session at 6:09. Weiss left the meeting at 6:35. Motion by Lucht, second by Powell to reconvene into open session at 6:40. The Board approved an ad to be placed for employment for the earlier approved positions.

Adjournment: Motion by Lucht, second by Powell to adjourn at 6:41. All ayes; motion carried.

Next Board Meeting Dates: Regular Board Meeting January 18, 2015 @ 5:00pm

Respectfully Submitted,

Kathy Weiss