

Irvin L. Young Memorial Library
Board of Trustees Regular Meeting
White Memorial Room
Monday, May 10, 2010, 6:30 pm

Present: Julie Caldwell, Rose Mary Leaver (sec.), Sharon Knight, Donna Nosek, Patti Rohrs, Jim Winship (arr. 6:45). Absent: Laura Jacobs
Administrative Staff present: Stacey Lunsford, Sally Mason

1. CALL TO ORDER
2. The consent agenda, including the minutes of March 8 and April 12, 2010, was approved. Caldwell/Rohrs. Ayes: Knight, Nosek, Rohrs, Caldwell, Leaver. Noes: None.
3. A computer glitch caused a couple of days' circulation in April to be credited to another SHARE library. The circulation and service reports were acknowledged, with a revised April report to accompany the May reports. Caldwell/Leaver. Ayes: Knight, Nosek, Rohrs, Caldwell, Leaver. Noes: None.
4. The treasurer's report for April 2010 was acknowledged. Leaver/Rohrs. Ayes: Caldwell, Knight, Nosek, Rohrs, Leaver. Noes: None.
5. Citizen input regarding matters not on agenda; no action at this meeting: Peggy Klein from Sparta, WI, introduced herself as a person interested in the open Assistant Director position.

6:45 p.m.: Jim Winship arrived at the meeting.

6. OLD BUSINESS
 - a) USDA Community Facilities Loans and Grants for Rural Libraries: Stacey and Kevin Brunner met with Rural Development representatives in re a potential grant application for library construction. After discussion, the board concluded that pursuing a Rural Development grant is not practical at this time in terms of commitment of staff time, readiness of our project, and the limited funds available through the program.
 - b) Re-evaluating Library Expansion Project Design Plans: Concluding that economic conditions are expected to remain challenging at least through 2010, the board decided to revisit plans for the expansion project in 2011, rather than incurring expenses by having the project architects (PSA Dewberry) revise or trim the plans at present.
 - c) Library website: Postponed to an upcoming agenda. Stacey will contact web developer Rebecca Hafner about possible work on the site.
7. NEW BUSINESS
 - a) The board approved a proposal from Facility Engineering, Inc. for an Architectural Engineering Consulting Agreement at \$9,200 for specs on the library roof replacement. Winship/Rohrs. Ayes: Caldwell, Knight, Nosek, Rohrs, Winship, Leaver. Noes: None.
 - b) The Personnel Committee reported that there a substantial number of applications for the position of Assistant Director have been received. The committee will expects to interview candidates in early June.
 - c) The Materials Replacement Policy was reviewed and approved to read as follows: If patrons lose or damage an item they have checked out, they will be billed for the replacement cost of the item as it appears in the item holdings record and a \$10.00 processing fee. If no price is listed, a current price will be determined by using information from booksellers' average prices for the same item. If the patron wishes to purchase a replacement item themselves, they may do so if the replacement they bring in is new and in the same format as the item that was lost or damaged. For example, used items purchased at sales or through the Internet are unacceptable, as is replacing a hardcover book with a paperback copy. Leaver/Knight. Ayes: Caldwell, Nosek, Rohrs, Winship, Knight, Leaver. Noes: None.
 - d) The Recognition Policy was reviewed and reapproved. Knight/Caldwell. Ayes: Nosek, Rohrs, Winship, Caldwell, Knight, Leaver. Noes: None.
 - e) The Refunds for Lost Materials Policy reviewed and reapproved. Leaver/Rohrs. Ayes:

Caldwell, Knight, Nosek, Winship, Rohrs, Leaver. Noes: None.

f) The Staff Loan Privileges Policy was reviewed and reapproved. Caldwell/Knight. Ayes: Nosek, Rohrs, Winship, Knight, Caldwell, Leaver. Noes: None.

8. DIRECTOR'S REPORT

- a) National Library Week: Twelve people attended the children's bilingual storytime program on Tuesday, April 15th and we made \$328.50 at the Culver's fundraiser. The owner, Mr. Laundrie, asked if we would like to do it again and was told we would love to do it again next year during National Library Week.
 - b) SHARE meeting: Highlight of the meeting was that Lakeshores tech staff had invested in two Magic Jacks for placing the "holds available" calls to patrons. Instead of paying around \$9000 per year for the phone calls, each Magic Jack only costs the consortium \$19.95 a year, so our costs will be lowered for our share in SVA.
 - c) Jefferson County Library Council meeting: The Library Council agreed to have five meetings this year of three hours each to do the operational audit requested by the county administrator. The first meeting will tentatively be in August.
 - d) Jefferson County/MWFLS meeting: This was a productive meeting in which we came up with some suggestions to revise the procedures on the libraries using the grant money that is provided by the system every year. These suggestions will be taken to the other two county meetings and then brought to the Directors Council for official recommendation to the MWFLS board.
 - e) Youth Services Intern: Tricia Klowak has accepted the position of summer intern assistant to the children's librarian.
 - f) Resource Library Committee: Stacey attended the first meeting of the Resource Library committee in Horicon. We have asked West Bend, the resource library for MWFLS, to consider taking on the administration of the system lease program. The role of the resource library has changed so much since the statute mandating selection and responsibilities of a system resource library that many felt we needed to review the contract and see if we could update the services we receive.
9. Board member reports: Board members thanked Sally Mason for her 17 years of service to the Library and wished her well in her retirement which begins May 21. Sally said she will miss the library but is looking forward to new adventures. Patty Rohrs announced that she is retiring from WUSD and will no longer be the school district representative to the Board. She looks forward to continuing her volunteer work with the ILY children's programs.
 10. Board member requests for future agenda items. Leaver requested that repainting the parking lot stalls be placed on a future agenda.
 11. Confirmation of next meeting on June 14, 2010, 6:30 pm
 12. The meeting was adjourned at 7:45 on a Leaver/Knight motion.