

## Minutes: Lomira QuadGraphics Community Library Board Meeting

### ***Call to Order***

- The meeting was called to order at 6:00 pm on March 21, 2017, by Nancy More.
- Present: Sara Zimmer, Marcia Valle, and Sarah Rabideau and Maggi Vilski..

### ***New Business***

- The purpose of this interim meeting was to discuss and approve the Educational pass policy for the Zoo passes.
- Sarah presented information regarding the Milwaukee County Zoo passes. The Horicon library has provided zoo passes for a couple of years with great success. Cost is \$1000 for 2 passes. Each pass provides entrance for 8 people plus parking. They can be used once per day. In addition there are 6 attraction passes (train, carousel), 2 "behind the scenes" passes and 10 single tickets. These additional items could be used for raffles or incentive prizes.
- Nancy provided each board member with a copy of the Horicon Pass Policy (name changed to Lomira Library). Each item of the Pass Policy, was read and discussed. There were a few small changes in the wording. The opinion of the board members present was that the policies have been working for Horicon Library and so very little change was needed. We talked about requiring a deposit, but decided that wasn't necessary, unless our experience differs from Horicon's.
- We felt it was important that the borrower have a Lomira QuadGraphics library card as the purpose of the passes is to serve the people in the Lomira area. Anyone living in the Village or Town of Lomira holding a card from a different library will be issued a Lomira QuadGraphics library card if he/she wishes.
- We also felt it was important that the passes be checked out and returned in person at the circulation desk. Staff will initial the policy form for both check out and check in. The patron will be given a copy of the policy form when checking in the pass.
- The passes will be available for use as soon as they are received and staff is trained on procedures. They will be "rolled out" at the Publication Party on April 17.
- The motion was made and seconded to proceed with the purchase of the Zoo passes and to approve the Pass Policy sheet, as amended. (Zimmer/Valle)
- An amended Pass Policy is attached in the email.

### ***Next Meeting/Adjournment***

- Meeting adjourned at 6:45p. (Zimmer/Valle)
- Next meeting: May 2, 6:00p.