

## Minutes: Lomira QuadGraphics Community Library Board Meeting

### CALL TO ORDER

The meeting was called to order at 6:00 p.m. on January 8, 2013

Present: Shannon Barniskis, Eric Bublitz, Kim Lefeber, Sandy Neuendorf, Jan Schraufnagel, Kathy Wolter

### MINUTES

Minutes from the December 4, 2012 meeting were approved as presented. (motion by Wolter, seconded by Lefeber)

### PUBLIC APPEARANCES

### ELECTIONS

The following nominees agreed to serve a one year term.

President: Jan Schraufnagel

Secretary: Sandy Neuendorf

Financial Secretary: Kathy Wolter

A motion was made to elect the above slate of officers (moved by Schraufnagel, seconded by Bublitz). The motion passed unanimously.

### BILLS

Bills for the month of December were presented and payment was approved (moved by Bublitz, seconded by Schraufnagel).

### OLD BUSINESS

- Shannon presented a summary of the past year's achievements.
- A returned check policy was discussed. It was decided to change the policy such that the library will no longer accept checks for payment of fines or fees.
- Amy is leaving, so Shannon is posting an ad for a new teen librarian. She is also including ads for a new page and a clerk.
- Proposed wage changes were discussed in light of the final library budget that was approved by the village board in December. The proposed hourly wages were: Shannon-\$16.00; Ann-\$11.18; Andi-\$10.66; new teen librarian-\$8.50; Colton-\$7.85; new page-\$7.50 for 12 wks, \$7.75 for 35 wks; new clerk-\$8.00 A motion to approve these wages was passed (moved by Bublitz, seconded by Schraufnagel).
- The purchase of a digital library sign funded by the Friends of the Lomira Library and gifts to the library was discussed. Shannon will request an updated quote on a one sided sign. This will be discussed at our March meeting.
- Strategic planning ideas were suggested. Some patrons are requesting morning hours. How should money the board receives as gifts be used to implement a strategic plan? Discussion will continue at our next meeting.
- The board approved the purchase of a new computer box to replace one that is dying. Funding for this is to come out of the gift money received by the library.

## NEW BUSINESS

- Two CDs are maturing in the next two months. Kathy was instructed to stagger their maturity dates so we can get the best options for rates.
- Shannon asked for permission to interview participants at a Maker Fair workshop as a prelude to her formal research project. The board gave permission contingent on prior approval by the UW-Milwaukee IRB. (moved by Lefeber, seconded by Schraufnagel)
- The Dodge County building inspector reported that our reading pit is within code.

## ADJOURN

The meeting was adjourned (Bublitz, Schraufnagel) at 7:25 PM

Next meeting is Tuesday February 5 at 6:00 PM

Minutes submitted by Sandra Neuendorf

## Minutes:Lomira QuadGraphics Community Library Special Board Meeting

The meeting was called to order at 6:00 p.m. on January 31, 2012

Present: Shannon Barniskis, Ellen Bartling, Eric Bublitz, Nancy More, Sandy Neuendorf, Jan Schraufnagel, Kathy Wolter

### OLD BUSINESS

- A revised internet policy was approved as distributed. (Moved by Bublitz, seconded by Neuendorf)
- The statement (see below) to be inserted in the annual report about the efficacy of the library system was approved as amended (delete highlighted words). (Moved by Neuendorf, seconded by Bublitz)

Statement regarding MWFLS for the annual report, 2011

The Mid-Wisconsin Federated Library System met the needs of the Lomira QuadGraphics Community Library in 2011. Their leadership was invaluable as we built a new library building. They offered many useful continuing education workshops, hosted meetings of directors, youth services personnel, and boards of trustees. They supported our technology needs with excellent services. They provided cataloging support. Their LSTA grant-writing, graphic design, van delivery, and other services made our work easier and allowed us to better serve our community. Without the support of our fantastic library system we would struggle to accomplish goals such as: sending out materials to other consortium libraries, cataloging new materials, offering Internet access to our patrons, and keeping current with the continuing education credits necessary to maintain Wisconsin librarian certification.

Nancy More announced her resignation from the board.

ADJOURN:

Next meeting is Monday, April 9, 2012 at 7:00 p.m.

Minutes submitted by Shannon Barniskis

## Minutes: Lomira QuadGraphics Community Library Board Meeting

The meeting was called to order at 7:30 p.m. on April 9, 2012

Present: Shannon Barniskis, Ellen Bartling, Eric Bublitz, Sandy Neuendorf, Jan Schraufnagel, Kathy Wolter, Andrea Stallman

### MINUTES FROM JANUARY 9, 2012

The minutes of the January 9, 2012 meeting were approved as distributed. (Moved by Neuendorf, seconded by Bublitz)

### FINANCIAL SECRETARY'S REPORT

The financial report was approved as distributed. (Moved by Bartling, seconded by Bublitz)

### BILLS

Bills for the month of March were presented and payment was approved.

### CORRESPONDENCE

Thank you letters from the Lomira Area Food Pantry and the family of Lisa Stumpges were received.

### DIRECTOR'S REPORT

- ⤴ Andrea Stallman reported on the Summer Library Program which starts June 20. She also presented data showing an increase in the number of events this year, and a list of event participation. New programs being introduced in June include the Rubber Ducky Club, family events, and activities specific for children of ages 5-9.
- ⤴ Stacy Steger has been hired as a new assistant.
- ⤴ Three new computers were installed.
- ⤴ New collections of music and games have been added and are very popular.
- ⤴ Circulation is up in most areas, with about half of that in DVD's.
- ⤴ A patron survey indicated a preference for longer Saturday hours.
- ⤴ Director Barniskis presented a modified 2012 budget that includes rural circulation reimbursement funds, staff salary increases, staff hour increases, addition of two high school age pages, and additional programs.
- ⤴ The Hicks and Raymond Foundations monies will be used for programs, technical needs, and furniture.
- ⤴ A proposal was presented to increase Saturday hours and to be open year round on Saturdays.
- ⤴ Written library staff evaluations were completed.
- ⤴ Friends of the Library donated \$1400 to support the summer reading program.

### OLD BUSINESS

- ⤴ The nomination of a new board member, Kim Lefeber, has been forwarded to the Village Board.
- ⤴ A change in the Multimedia Policy was presented. A motion was made (Neuendorf, Bublitz) to approve the proposed change to the Policy Manual with respect to juvenile access to materials and computer and internet access. Motion was approved.
- ⤴ The contract to lease books is going to be discontinued, and we will keep the books currently being leased.

### NEW BUSINESS

- ⤴ Director Barniskis expressed concern over the current situation with copiers and printers. She will

look into the possibility of leasing a new copier.

- ⤴ A new Circulation Policy was presented and will be emailed to us for evaluation before the next meeting.
- ⤴ The Broadband access needs to be increased. Various options are being explored.
- ⤴ A motion was made (Neuendorf, Bartling) to change the Saturday hours to be from 9-12 AM year round. Motion passed
- ⤴ A motion was made (Neuendorf, Wolter) to approve the redistribution of rural circulation reimbursement funds as presented by Director Barniskis. Motion passed.

#### ADJOURN

The meeting was adjourned (Bartling, Schraufnagel)) at 9:30 PM

Next meeting is Tuesday, May 8 at 6:00 PM

Minutes submitted by Shannon Barniskis

## Minutes: Lomira QuadGraphics Community Library Board Meeting

The meeting was called to order at 6:00 p.m. on May 8, 2012

Present: Shannon Barniskis, Ellen Bartling, Eric Bublitz, Kim Lefeber, Sandy Neuendorf, Jan Schraufnagel, Kathy Wolter

### BILLS

Bills for the month of April were presented and payment was approved (moved by Neuendorf, seconded by Lefeber).

### OLD BUSINESS

Shannon reported that the county reimbursement funds must be spent soon, and that these monies must be held in a village line item.

The following expenditures were approved (motion by Schraufnagel, seconded by Wolter):

- ^ \$16,380 - copier/printer rental for 5 years
- ^ \$700 - label maker and labels
- ^ \$500 - oven for community room for cooking/art classes
- ^ \$1500 – ALA conference attendance
- ^ \$2000 – staff development

A plan for spending the rest of the money will be presented at the next meeting on June 4.

### ADJOURN

The meeting was adjourned (Bartling, Bublitz) at 7:00 PM

Next meeting is Monday June 4 at 7:00 PM

Minutes submitted by Shannon Barniskis

Minutes: Lomira QuadGraphics Community Library Board Meeting

The meeting was called to order at 7:00 p.m. on June 11, 2012

Present: Shannon Barniskis, Eric Bublitz, Kim Lefebber, Sandy Neuendorf, Jan Schraufnagel, Kathy Wolter

#### BILLS

Bills for the month of May were presented and payment was approved (moved by Neuendorf, seconded by Bublitz).

#### OLD BUSINESS

Shannon reported that we must develop a plan for spending the county reimbursement funds, but that we do not have to spend the money immediately.

The following plan was approved:

Spend \$7457 for collection development this year (moved by Neuendorf, seconded by Bublitz)

In each year 2013, 2014, and 2015: (moved by Neuendorf, seconded by Lefebber)

\$2400 programs

\$5000 collection development

\$1268 marketing

\$4250 computer upgrade (3-4 computers/year)

\$1500 staff development

Shannon will be getting a quote on a digital sign to be placed between the parking lot and the road.

The new section of the policy manual dealing with the circulation policy was approved as distributed. (moved by Bublitz, seconded by Lefebber)

#### ADJOURN

The meeting was adjourned (Bublitz, Lefebber) at 8:30 PM

Next meeting is Monday July 9 at 7:00 PM

Minutes submitted by Shannon Barniskis

## Minutes: Lomira QuadGraphics Community Library Board Meeting

The meeting was called to order at 7:00 p.m. on July 9, 2012

Present: Shannon Barniskis, Eric Bublitz, Kim Lefebber, Sandy Neuendorf, Jan Schraufnagel, Kathy Wolter

### CALL TO ORDER

Minutes of the June 11, 2012 meeting were approved as distributed. (moved by Neuendorf, second by Lefebber)

### BILLS

Bills for the month of June were presented and payment was approved (moved by Neuendorf, seconded by Lefebber).

### TREASURER'S REPORT

Some details were added to the report to indicate specifics for some items. The report was then approved as presented. (moved by Bublitz, second by Lefebber)

We still need to turn over \$10,800 of the current year's county reimbursement funds to the village.

### OLD BUSINESS

Budget: There were questions about the exact amounts to be presented for utilities, and a line should be inserted for an equipment replacement fund. The budget was tabled until our next meeting to give time to revise these lines.

Multi-year plan: The multi-year plan was presented, and the goal is to try to get our library funding up to near the average for our area.

Credit card: There was discussion about how to obtain a credit or debit card that will be useful for library staff, yet not have anyone's credit status involved. Kathy will talk to her contact at M&I to see what can be done.

Policy renewal: Shannon presented changes to the meeting room use policy. The changes were approved. (moved by Lefebber, second by Wolter)

### NEW BUSINESS

Shannon presented quotes on prices for a digital sign to be installed in the parking area. These are to be discussed at the next meeting. She also learned that the best marketing is done by direct mail.

### ADJOURN

The meeting was adjourned (Schraufnagel, Bublitz) at 9:00 PM

Next meeting is Monday August 13 at 7:00 PM

Minutes submitted by Shannon Barniskis



Minutes: Lomira QuadGraphics Community Library Board Meeting

The meeting was called to order at 7:00 p.m. on August 13, 2012

Present: Shannon Barniskis, Eric Bublitz, Bob Lloyd, Sandy Neuendorf, Jan Schraufnagel, Kathy Wolter

#### CALL TO ORDER

#### TREASURER'S REPORT

This is only done at our quarterly meetings.

#### BILLS

Bills for the month of July were presented and payment was approved (moved by Neuendorf, seconded by Wolter).

#### OLD BUSINESS

Budget: The budget was discussed and then tabled until our next meeting to allow everyone to think about the plan.

Credit card: Three credit cards will be issued for the director and two assistants. The old credit card account will be closed.

Policy renewal: Shannon presented changes to the computer use policy. The changes were approved. (moved by Neuendorf, second by Schraufnagel)

#### NEW BUSINESS

Proposed bylaws change: Article III OFFICERS: The officers shall be a President, Treasurer and Secretary elected at the annual meeting of the board. The Director shall attend all board meetings but may not be elected an officer of the board.

This change will be voted on at the next meeting.

Meeting date change approved: Board meetings will be the 1<sup>st</sup> Tuesday of the month at 6:00 from September through December 2012. (moved by Schraufnagel, seconded by Wolter)

Mission statement: Shannon presented a mission statement for the library. She suggested we read it over and think about it before we vote on it at our next meeting.

Multi-year plan: Shannon suggested that we revise the multi-year plan that we had worked on at a previous meeting as she does not think it will get us far enough toward the average budget for surrounding communities. We will continue discussing this at our next meeting.

#### ADJOURN

The meeting was adjourned (Lloyd, Wolter) at 8:10 PM

Next meeting is Tuesday September 4 at 6:00 PM

Minutes submitted by Shannon Barniskis

Minutes: Lomira QuadGraphics Community Library Board Meeting

The meeting was called to order at 6:15 p.m. on September 4, 2012

Present: Shannon Barniskis, Kim Lefeber, Bob Lloyd, Sandy Neuendorf, Jan Schraufnagel, Kathy Wolter

CALL TO ORDER

PUBLIC APPEARANCES

BILLS

Bills for the month of August were presented and payment was approved (moved by Neuendorf, seconded by Lefeber).

The Chase account has a couple of bills left to pay before it can be closed out.

OLD BUSINESS

Budget: The budget was approved as presented. (Moved by Lefeber, second by Lloyd)

Credit card: A M&I credit card account is being established. Kathy and Jan will also be signers. Credit limits of \$2000 for Shannon and \$1000 each for Andrea and Amy will be set.

Bylaws change: A change in the bylaws was approved so that Article III 1) OFFICERS shall read: The officers shall be a President, Financial Secretary, and Secretary elected at the annual meeting of the board. The Director shall attend all board meetings but may not be elected an officer of the board. (Moved by Neuendorf, second by Schraufnagel) Members were asked to look over the current bylaws for other revisions that should be made.

Policy renewal: The new Mission Statement was approved as presented. (Moved by Lefeber, second by Neuendorf)

NEW BUSINESS

Austin's Camper Cafe: There was discussion about how to make Austin's coffee shop a permanent part of the library. Kim contacted the newspaper about getting an article written about what he is doing, and asking for ideas on how to continue with this service. Members were asked to talk to community members about this.

ADJOURN

The meeting was adjourned (Lefeber, Schraufnagel) at 6:50 PM

Next meeting is Tuesday October 2 at 6:00 PM

Minutes submitted by Shannon Barniskis

## Minutes: Lomira QuadGraphics Community Library Board Meeting

The meeting was called to order at 6:00 p.m. on October 6, 2012

Present: Shannon Barniskis, Kim Lefeber, Jan Schraufnagel, Kathy Wolter, Eric Bublitz

### CALL TO ORDER

### PUBLIC APPEARANCES

### BILLS

Bills for the month of September were presented and payment was approved (moved by Lefeber, seconded by Bublitz).

### OLD BUSINESS

Policy on Collection Development was approved as presented (moved by Lefeber, Seconded by Schraufnagel).

Bylaws change: Shannon will retype bylaws for the board members to clearly review the bylaws.

### NEW BUSINESS

Discussion on purchasing a server or using MWFLS server space was tabled for discussion in November.

Shannon explained a 5-year plan for wage increases; this project is ongoing and will address policy, staff, and services planning.

### ADJOURN

The meeting was adjourned (Bublitz, Schraufnagel) at 7:25 PM

Next meeting is Tuesday November 6 at 6:00 PM

Minutes submitted by Eric Bublitz.

Minutes: Lomira QuadGraphics Community Library Board Meeting

The meeting was called to order at 6:00 p.m. on November 6, 2012

Present: Shannon Barniskis, Eric bublitz, Kim Lefeber, Bob Lloyd, Sandy Neuendorf, Jan Schraufnagel, Kathy Wolter

#### CALL TO ORDER

#### MINUTES

Minutes from the previous meeting were approved as presented. (motion by Bublitz, second by Wolter)

#### PUBLIC APPEARANCES

#### BILLS

Bills for the month of October were presented and payment was approved (moved by Lefeber, seconded by Bublitz).

The Chase account can now be closed out. A gift card (\$500) will be used until a new credit card can be issued.

#### OLD BUSINESS

The renewal of the “request for reconsideration” policy was approved with the addition of numbers to denote steps 1 through 6. (moved by Wolter, seconded by Lefeber)

We can use space on the MWFLS virtual server to network staff computers for a \$400 one time charge. The fee will be taken out of technology money. This action was approved. (moved by Lefeber, seconded by Schraufnagel)

Trustees were asked to come up with a vision for the future of the library to be included in a five year plan. This discussion will continue at the next meeting.

#### NEW BUSINESS

Austin's Camper Cafe will be returning to the library on Mondays. He will be paying for supplies out of tips.

The safety of the children's reading pit was questioned. We will invite someone from our insurance company to provide information.

#### ADJOURN

The meeting was adjourned (Lloyd, bublitz) at 7:00 PM

Next meeting is Tuesday December 4 at 6:00 PM

Minutes submitted by Shannon Barniskis

## Minutes: Lomira QuadGraphics Community Library Board Meeting

The meeting was called to order at 6:00 p.m. on December 4, 2012

Present: Shannon Barniskis, Eric Bublitz, Kim Lefeber, Bob Lloyd, Sandy Neuendorf, Jan Schraufnagel, Kathy Wolter

### CALL TO ORDER

### MINUTES

Minutes from the previous meeting were approved as presented. (motion by Bublitz, second by LeFeber)

### PUBLIC APPEARANCES

### BILLS

Bills for the month of November were presented and payment was approved (moved by Schraufnagel, seconded by LeFeber).

### OLD BUSINESS

- The new local Board of Trustees ByLaws document was approved with one amendment: that the minutes must be approved before being made public. (moved by LeFeber, seconded by Schraufnagel)
- The Board agreed with the Director to close the library December 24, 25, 26, 31 and January 1.
- Proposed wage changes will be tabled definitely to our January meeting. (moved by Schraufnagel, seconded by LeFeber)
- There is no news yet on the problems with the reading pit.
- The policies on confidentiality and unattended minors were approved. (moved by Neuendorf, seconded by Schraufnagel)
- The board agreed that unspent monies previously approved by the board can be carried over to next year.

### NEW BUSINESS

- The library staff is reaching out to community organizations with information about the library.
- Director evaluation forms will be emailed to board members. As soon as all members have responded, Sandy will merge the results and forward them to Jan.

### ADJOURN

The meeting was adjourned (LeFeber, Schraufnagel) at 8:00 PM

Next meeting is Tuesday January 8 at 6:00 PM

Minutes submitted by Shannon Barniskis