

## Minutes: Lomira QuadGraphics Community Library Board Meeting

### **Call to Order:**

- The meeting was called to order at 6:00 pm on March 6, 2018, by Nancy More.
- Present: Kelsey Johnson, Marcia Valle, Nancy More, and Camrin Sullivan.

### **Public comments:** None

**Minutes:** Approval of the 2/6/18 minutes was tabled for lack of a quorum and will be voted on at the April 3 meeting.

**Treasurer's Report:** Specific bank balances were not reported at this meeting, but a thorough summary of the budget through February was presented by Camrin.

- Almost all of the county reimbursement money has been received and turned over to the Village.
- With 17% of the year concluded, expenditures are at 18% of budget, even with a fairly large Monarch payment.

### **Director's Report**

- Camrin had sent her report/update via email. She pointed out that the annual report as approved by the Board has been submitted. Story Time and other children's programs are doing especially well.
- Nancy provided an updated "Key Decisions" insert for the Trustee Manual.
- The Monarch Trustee Event for April 19 was discussed. Neither Kelsey nor Marcia will be able to attend. Nancy will check off-line with the other 3 Board members and work with Camrin to *rsvp*.

### **Old Business**

- A report on the status of our annual financial audit was provided by Camrin. Village Clerk, Jenna Rhein, has agreed to perform the audit at her regular pay rate. Attendees speculated that the audit should probably not require more than 3 hours. Nancy will confirm the rate, and the library board will vote on this at the April meeting.
- Nancy confirmed that a copy of the original letter (with "Past Due" stamped on it) was sent February 7, 2018, regular mail to Sarah Rabideau in an ongoing attempt to collect monies owed for tuition. At this writing, there has been no response from Sarah.

### **New Business**

- A letter from the President of the Horicon Library Board of Trustees was reviewed.
  - The letter seeks input regarding an assertion that an imbalance exists between libraries in the system. The writer contends that some member libraries off-set inadequate expenditures for collection development by borrowing disproportionately from libraries that do fund adequate collection acquisitions, particularly popular DVD's. The letter proposes a 90-day moratorium on new purchases in order to give patrons of investing libraries initial borrowing preferences.
  - Per Camrin, one of the reasons the imbalances exist is that certain of the member libraries have more experience with Polaris and have more effectively trained staff and, in turn, patrons on the holds process. Proper use of the holds process is an alternative remedy to the concerns expressed by the Horicon leadership.
  - Nancy will draft a response letter for a vote at the April meeting, stating that the proposed moratorium is not the preference of our library at this time.
- Discussions began on the development of a Strategic Plan for the library. Nancy noted that the resources provided for this by Camrin as a framework for plan development seem to assume the library is in stable condition. Nancy suggested that, while Camrin's arrival has indeed righted the ship, there are several operational aspects of the library that may be worth considering as a starting point for the planning process:

1. Staff turn-over. Camrin is the fifth Director in as many years. Two of the four Assistants have less than one year of service. How did this situation develop? If staffing is key to library success, what will we do to staunch departures?

Though pay has been an issue with past Directors, Camrin felt that the current pay rate is competitive for Bachelor's-level professionals. Camrin further reflected that 29 hours for Director-level activities is adequate at this time, but to the extent that the Director needs to supplement Assistant duties, more Assistant hours should be added. Both Camrin and Kelsey reflected, however, that at this stage of Camrin's tenure with us, having extensive involvement with Assistant-level duties has been beneficial to Camrin's understanding of the library, the staff, and patrons.

Kelsey and Marcia noted that the atmosphere among the Assistants has been very positive with Camrin's leadership. The group agreed that this would fortify retention. It was further suggested that on certain occasions the library could close at 6:00p and interested library staff could attend Board meetings and provide insight. The use of volunteers, especially high school students, could be explored as a way of supplementing staffing needs. Camrin described an "Adopt-A-Shelf" program that used volunteers.

Nancy asked Camrin to ruminate between now and the April meeting further on areas where Director/staff retention could be enhanced.

2. Performance standards. Four of nine Wisconsin Public Library standards cannot be accurately measured for our library owing to the cataloging errors that were made during the Monarch transition. Of the five remaining standards, we are compliant in only two. What is involved in obtaining information on the four missing measurements? Can basic compliance with all or some of these standards be the foundation of our initial Strategic Plan?

Camrin states that the "clean up" of the cataloging errors will take the rest of the year. The group did agree that working toward attaining basic compliance with the standards is a worthwhile goal of the Strategic Plan.

3. Other measurables. What other measures, if any, should be considered as a way of assessing the library's health?

Bringing the library into compliance with state standards and reducing, if not eliminating, turn-over are two significant goals for the Strategic Plan. Camrin was asked to think about for discussion at the April meeting other goals, if any, that might be included as a focus.

***Next Meeting:***

- Meeting adjourned at 7:05p
- Next meeting 4/3/18 at 6:00 p.m.