

Minutes: Lomira QuadGraphics Community Library Board Meeting

Call to Order

- The meeting was called to order at 6:00 pm on July 10, 2018, by Nancy More.
- Present: Marcia Valle, Maggi Vilski, Nancy More, Sarah Zimmel, Ben Priesgen, Bob Lloyd and Camrin Sullivan.

Public comments: None

Minutes: The Minutes from the 6/5/18 meeting were approved. (Valle/Priesgen)

Treasurer's Report

The Treasurer's report was approved. (More/Vilski)

Checking: \$34,340.10

Debit: \$2181.09

The CDs were the same as in June.

Camrin presented a budget update. With half the year gone, we are at about 47% of budget.

Director's Report

- Camrin had sent her report/update via email. Most things are up. There are lots of kids and parents using the library. The summer reading program will end 7/31/18, with the summer wrap party on August 1 at 1:00 p.m. Storytime at the Farmers Market in the park has been well attended.

Old Business

- Audit update: Camrin, Sarah and Jenna have documented and signed the results of the Audit.
- Nancy reported on the reserves that were spent instead of requesting use of the county money. This amounted to approximately \$14,000.00 in 2017 and \$6000.00 through May of 2018. We will request reimbursement at the Village Board meeting 7/11/18.
- There was discussion of the proposal to add maintenance items to the Library budget. We will review and discuss these amounts at the August meeting.
- We discussed folding the Library budget into the Village budget software. This would make reporting easier & clearer. We are exploring the cost to add another user to the Village software.
- Nancy reported on the Trustee training she attended in FdL. Several items included ADA compliance, including websites; record retention, and background checks. Camrin will be setting up email addresses for the Library Board members on the Monarch system. This will aid in record retention.

New Business

- Fiscal policy development: Camrin will prepare a document for discussion in August. This will include procedures for budget, purchases, reserves and investment.
- Trustee Training will be available online Aug 13-4 from noon until 1:00. This can be viewed at home or at the library. Nancy plans to be at the library for the Wednesday & Friday sessions.
- Nancy will send out a survey with questions regarding the Director's annual review. This will be discussed in closed session at the August meeting.
- Extending library hours until 1:00 p.m. for the Vendor Fair on Saturday, September 8, was approved. (Zimmel/Lloyd)
- Strategic planning: We discussed volunteers, increasing card holders & programs. We would also like to see more community outreach. Perhaps nursing home & school visits?

Next Meeting:

- Meeting adjourned at 7:09p.m. (Lloyd/Zimmel)
- Next meeting 8/7/18 at 6:00 p.m.

