

Minutes: Lomira QuadGraphics Community Library Board Meeting

Call to Order

- The meeting was called to order at 6:03 pm on August 8, 2017, by Nancy More.
- Present: Sara Zimmer, Marcia Valle, Maggi Vilski, Nancy More, and Bob Lloyd.

Agenda: Approval of the Agenda (Lloyd/Valle)

Minutes: Approval of the 7/11/17 minutes. (Zimmer/Lloyd)

Treasurer's Report

The Treasurer's report was given and approved. (Lloyd/Valle)

Checking: \$79,659.13

Debit: \$ 882.45

CDs: \$19,282.05 and \$33,313.45

Interim Director's Report

- Circulation is steady
- The county money issue has been resolved (there were 2 different numbers being used)
- There were 2 programs in July - Kim's Amazing Animals & the Reading Wrap-up Party
- Devon & Diane taught themselves to order & catalog new materials
- The Friends did a fantastic job of cleaning up & organizing supplies
- 2 new staff members were hired
- There is better care & overseeing of money

Old Business

- The Dodge County Plan for Library Service was approved (Valle/Zimmer)
- The recovery of funds from the previous director was tabled until Kelsey could be present (Moore/Zimmer)
- Discussion of security for back door & reading area. Nancy will inquire about an alarm for the back door. Camrin had mentioned the possibility of rearranging the shelving for better visibility

New Business

- 2018 Budget: There was discussion regarding the raises in the budget proposal. The proposed budget was approved (Zimmer/Valle)
- Nancy will prepare a narrative and submit the approved budget to Jenna in the next few weeks.
- Nancy will investigate the possibility of having a locked file/drawer in the Village Hall for Library Board documents. Currently the files have been passed around among individual Board members who keep these documents in their personal possession.
- The Board decided to limit Camrin's access to money to the debit account. She will not be given online access to our bank accounts. Any information she wishes to have will be obtained by Sara or Nancy and forwarded to Camrin.
- Going forward, the financial report will include a breakdown by category of our income sources and spending patterns. Nancy will verify with Camrin the new process for documentation.
- Sara will prepare a proposal for the investment of some of the cash in our checking account. This will be discussed at the next Board meeting. (More/Vilski)

- The Board voted to approve a wage increase of \$.25/hour for Diane Lemke to be effective on her anniversary date of August 27 ((Lloyd/Zimmel). Nancy will provide Diane with a written performance review to coincide with the raise. Going forward, reviews will be conducted by Camrin and each proposed raise, as indicated in the 2017 budget, will be brought to the Board for approval. This will need to be done via email for Melissa Poetel, as her raise is due on September 11.
- Nancy will resurrect the topic of the library offering a fax line with Camrin for follow up.
- Nancy reminded us of the free online Trustee training webinars the week of August 21
- Camrin had asked for feedback on Board priorities for her. Some things mentioned were boosting circulation, increasing library visibility in the community, clear & documented policies, and improved communication to the Board as well as staff & community
- We will dispense with the September board meeting (Vilski/Valle)
- We will look into revising the by-laws at the October meeting.

Next Meeting/Adjournment

- Meeting adjourned at 7:24 p.m. (Zimmel/Lloyd)
- Next meeting 10/3/17 at 6:00 p.m.