

Minutes: Lomira QuadGraphics Community Library Board Meeting

Call to Order

- The meeting was called to order at 6:00p on January 3, 2017, by Sarah Rabideau.
- Present: Kelsey Johnson, Maggie Vilski, Sara Zimmer, Marcia Valle, and Nancy More.

Minutes Approval of the December, 2016 minutes. (Johnson/Valle)

Treasurer's Report

- Checking: \$61,816.68
- CD's: \$52,540.64
- Debit Card Balance: \$2,323.71
- Sara noted from the materials left by out-going Treasurer, Kim Kefeber, that one check for \$250 was still outstanding, but otherwise, all the accounts had been balanced by Kim at the end of December.
- No formal Board approval of Treasurer's Report was completed.

Old Business

- Sarah reported that the 1000 Books program had another finisher in December.
- The transition to the new Monarch system is fairly complete. Label printing is still an issue, but, otherwise, the library is operational. Information seems to have transferred from the previous system without incident. Sarah is still learning the reports feature of the software, but she is able to run basic reports. Three of the 31-member libraries have the (expensive) advanced report-running software. Sarah expects to be able to "borrow" reports from one of the 3 libraries as needed in future.
- Sarah noted that all the recent programs have been quite successful. There were 23 people at the centerpiece workshop, and Santa's Story Time had a large turn-out of 60-70 children.
- Beth Anne Heyrman is no longer an employee. Wednesday morning Story Time will be led by Andrea Stallman, starting January 4; Andrea will provide two hours per week for this service: one hour for preparation and one hour for Story Time. Sarah noted that she will continue the search for a Children's Librarian to take over that function, as well as children's programming, at some point.
- Sarah provided an update on her team: Diane Lemke is doing well following some surgery and will begin to come back for shortened hours starting January 4. Ann Kohli's status is less clear. Ann is still addressing her health issues, but she states she would like to return to work at some point. Today was Devin Torngren's last day before she goes on maternity leave for an unspecified period. Devin expects to return. Barb (sorry, I don't know Barb's last name) is struggling to master the technology requirements of the position. Sarah has given her two weeks to improve her understanding. Nancy and Maggie will serve as PRN staff as needed. Nancy is currently receiving training, and Maggie will begin training tomorrow, along with another new PRN staff, Alicia. The Board agreed that strong microprocessor-based skills are increasingly necessary for successful performance in the library. Sarah agreed that future employees will be assessed with this in mind, and a 3-to-6-month probationary period will allow for a thorough appraisal of each employee for "fit."

New Business

- New officers were elected by unanimous vote: Nancy, President (Rabideau/Valle); Maggie,

Secretary (More/Johnson); Sara, Treasurer (More/Johnson). Sara and Nancy are aware that each must go in person to BMO Harris bank to change the signatures on file for the library accounts. Sara will also contact Mayville insurance to get her name on the library bond.

- Programs for the new year are still being developed. History's Mysteries, "Welcome" sign painting, Transportation History, Easter centerpiece making, and Magic, the Gathering are all in the works. A sports-oriented set of programs that match the season is also of interest, and Sarah and Nancy will investigate resources for these. The Board voted (More/Johnson) to allocate \$2000/quarter in 2017 to Sarah for programing as she sees fit. Sarah will provide an update at each Board meeting.
- Circulation continues to run behind the 2016 average by 15% when comparing the last quarter of 2016 to the first three quarters. However, the decline has eased from the previous rate of 19%. Given that the library was closed during the system transition and other strategic changes were being made, this news appears cheering. Going forward, circulation for the new year expects to improve further:
 - Library inventories are being vigorously back-filled after the gaps in recent years owing to turn-over in the Director's position.
 - The new Monarch system promises more availability and shorter wait times.
 - Circulation raffle baskets have helped encourage multiple withdrawals.
 - The advent of a new Children's Librarian to spark Story Time and children's programing is expected to stimulate children's circulation, and the success of recent and planned programs underscore the library as a resource for the community.
 - Increased visibility in the newspaper and on Facebook is intended to raise the library profile. It's the place to be!

Next Meeting/Adjournment

- Meeting adjourned at 7:00p. (Vilski/Valle)
- Next meeting: March 7, 6:00p.