

Minutes: Lomira QuadGraphics Community Library Board Meeting

Call to Order

- The meeting was called to order at 6:00 pm on October 3, 2017, by Nancy More.
- Present: Sara Zimmer, Kelsey Johnson, Maggi Vilski, Nancy More, Camrin Sullivan and Bob Lloyd.

Public comments: None

Minutes: Approval of the 8/8/17 minutes. (Zimmer/Lloyd)

Treasurer's Report

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

Checking: \$76,918.93

Debit: \$ 1917.34

CDs: \$19,292 and \$33,325

Director's Report

- Camrin had sent her report/update via email. They are working on Polaris updates, inventory and several new programs (Lego & Math). Storytime continues to be popular and Preschool program starts next week. Camrin also presented statistics on monthly spending (actual vs. budget) and on activities in the Library. The Zoo Pass seems to have been underused, but it was felt that this would change with more publicity.

Old Business

- Village Budget Update: The amount the library gets from the Village (municipal tax payers) for 2018 is expected to be the same as 2017 - about \$92,000. We will not be getting back the county and fine money as in the past. This money will still be used for the Library. The Village has been asked to apply the county and fine money which has already been turned over to it (\$20,179) to the library's full 2018 budget request which is \$109,493.
- Nancy sent a registered letter to Sarah Rabideau regarding her contractual obligation to reimburse the Library. Nancy received the receipt, but has heard nothing from Sarah. We will revisit this in the 1st quarter of 2018.
- Security for back door: An alarm has been installed on the back door and a sign stating "Emergency Exit Only" has been installed. Camrin states that there have been no breaches of the door since she began her leadership. She further states that monitoring of the back reading area may be done by staff directly and she sees no reason to pursue installing cameras at this time.
- Board file storage: Nancy has sorted papers received from prior President. Minutes of Friends will be returned to them. Old reference material will be tossed. Other papers will be stored in a drawer in the Village Office.
- Nancy reported that she listened to 4 of the Trustee Webinars. Some were better than others. Much of the theme was Teamwork and supporting the Library.
- By-Laws Revision: Nothing was changed at this time. We will continue to have monthly meetings.
- Fax capabilities: Cost after installation would be about \$20.00/month. Since the cost is more than the benefit provided, we will not add a fax line.
- Trustee binders: Nancy will continue to work on these.

New Business

- A motion was carried to give Camrin the authority to purchase 6 new computers at a cost not to exceed \$4200. (More/Johnson)
- A motion was carried to limit the debit card spending to \$1250.00/month. (More/Zimmel)
- A motion was carried to approve the scheduled 2017 \$.25 raise for Melissa Poetzel. (Zimmel/Vilski)
- Camrin will replace Devon's position with a Page from the High School at a rate of \$7.25/hour.
- Staff Marketing Adjustment: Motion was carried to move all the staff reviews to January, along with the market adjustments approved in August for the 4 library assistants. (Lloyd/Johnson)
- Motion was carried to revise Andrea Stallman's wage adjustment to \$.62. (More/Lloyd)
- The moving of the market adjustments to January necessitates adjusting the wages and books/supplies (collection) lines in the Village budget to keep the total at \$109,493, by lowering the books line and raising the wage line. Motion was carried to so move. (Johnson/Vilski)
- A budget (Rev G) for the spending and tracking of our own reserves (\$131,577) was presented by Nancy and Camrin. It was noted that these reserves may be needed for the next 11 years to supplement the Village, county and fine money, while the Village completes debt service on their portion of the municipal complex. Nancy provided a demonstration to show that current library reserves and projected revenues from donation and book sales, less computers and other 2017 expenditures, could be applied at a rate of \$15,000/year for the 11 year period. These moneys in 2018 would be applied to collection expenditures (\$11,268) and miscellaneous supplies (\$3732). Going forward, all programming and Story Time costs would be negotiated with the Friends.
- Policies: Camrin presented 6 policies for review by the Board. They included 1) Mission & Goals Statement, 2) Material selection, 3) Circulation, 4) Meeting room, 5) Computers, 6) Unattended Children in the Library. Motion was carried to accept the first reading of all 6 policies, as amended. (Lloyd/Zimmel)
- Camrin presented a list of dates that the Library would be closed in 2018. Motion was made and seconded to accept these dates. Motion carried. (Zimmel/More)

Next Meeting/Adjournment

- Meeting adjourned at 7:40 p.m. (Lloyd/Zimmel)
- Next meeting 11/7/17 at 6:00 p.m.