

## Minutes: Lomira QuadGraphics Community Library Board Meeting

### ***Call to Order***

- The meeting was called to order at 6:02 pm on December 5, 2017, by Nancy More.
- Present: Sara Zimmer, Marcia Valle, Maggi Vilski, Nancy More, Bob Lloyd and Camrin Sullivan.

***Public comments:*** None

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

### ***Treasurer's Report***

The Treasurer's report was given showing the following balances:

Checking: \$80,947.14

Debit: \$ 1590.00

CDs: \$19,292.05 and \$33,338.52

### ***Director's Report***

- Camrin had sent her report/update via email. She and the library staff are working on spring programs. The inventory clean-up is finished. Camrin continues to work on Polaris updates and billing patrons for lost items. She also presented a report on statistics.

### ***Old Business***

- There was a clarification of the budget presented by Nancy. She presented the sources of income: Village, County, fine & fees, prior surplus, gifts & grants (both restricted and unrestricted). She also presented Rev J Budget, which shows a balanced budget of \$113,171.91, a slight increase from Rev H. The increase comes from the decision to use 2018 county and fine money and NOT 2017 county and fine money in 2018. Village has given oral assurance that it will refund the unspent 2017 money back to the library. Rev J budget was approved (Vilski/Zimmer). In the future, Camrin will prepare a monthly report comparing spending to budget figures. This will allow the Library Board to have a better handle on expenditures.
- The following Policies were read (second reading) and approved (Lloyd/Valle):  
LQGL07: Reconsideration of Library Materials  
LQGL08: Patron Code of Conduct  
LQGL09: Gifts  
LQGL10: Programs  
LQGL11: Reference Services
- Sarah presented several scenarios of what to do with our reserve money presently in the CDs and checking account. 3 possibilities were discussed: CDs at various times & rates, the South Central Library Foundation and the Local Government Investment Pool. Discussion followed. Motion was approved to place \$76,000.00 into a 13 month CD at BMO with a rate of approximately 1.5% (More/Lloyd). The \$76,000 will come from the \$33,338.52 CD which comes due 12/17/17 and the difference will come from the checking account.

### ***New Business***

- The following Policies were read (first reading) and approved as presented and amended (More/Lloyd):  
LQGL12: Study Room

LQGL13: Public Notice Bulletin Board

LQGL14: Service and Equipment Use

LQGL15: Displays and Exhibits

LQGL16: Volunteer

- Quad Graphics submitted a request to use the Library as a secondary emergency backup site. They would need to have 24/7 access. It was moved to approve this request pending Village approval. (Vilski/Zimmel)
- Nancy reported that the Friends Lights of Love is up and enough lights have been sold so far to cover expenses. The Friends will be paying for the programs in 2018.
- An application for the Library Board has been received and filed.
- A letter was received and filed from the Town of Lomira renewing Marcia Valle as the Town representative to the Library Board.

***Next Meeting/Adjournment***

- Meeting adjourned at 7:40 p.m. (Valle/Vilski)
- Next meeting 1/2/18 at 6:00 p.m.