

**Minutes of the C.A. Friday Memorial Library Board of Trustees
Tuesday, September 26, 2017 4:30 p.m.**

Trustees Attending: Ard, Gjovik, Granroth, Peplau

Trustees Absent: Kilibarda, Hall

Also Attending: Kim Hennings, Library Director

Call to order: Granroth called the meeting to order at 4:32 p.m. Quorum was established and the meeting was properly noticed under Wisconsin Open Meeting Law.

Approve Agenda: (Ard/Peplau) Motion to approve the agenda; passed by voice.

Public Comment: None

Approve Minutes: (Ard/Peplau) Motion to approve minutes from 08.29.17; passed by voice. (Ard/Peplau) Motion to approve minutes from 07.10.17; passed by voice. (Ard/Gjovik) Motion to approve minutes from 07.13.17; passed by voice.

Approval of Monthly Expenditures: (Peplau/Gjovik) Motion to approve the monthly bills; passed by voice.

Director's Report:

September is Library Card Sign Up Month

Renewal Date Options: directors voted to change renewal settings so that new due dates are calculated from the original due date, rather than the renewal date.

Owning Versus Lending Rules: directors voted to switch to applying the lending library's rules upon checkout, rather than the owning library's. This change will likely take effect in spring 2018, when all appropriate settings are in place.

Library App Our library app is in app stores as "MORE Mobile Library" as of July. However, initial testing turned up many problems that have been relayed to the developers

The MORE Homepage is being updated. It's in beta version right now while library staff have an opportunity to provide feedback to IFLS staff.

New Telephone Notification Service Innovative, our Sierra vendor and reseller for our new automated telephone notification and renewal software, is working on a "pricing review" for the product. Once the review is complete, IFLS can start working on switching over from our current product, but is unsure of timeline or effect on pricing.

We updated our server and domain. Our server is now hosted at IFLS and there was minimal impact on staff.

Hennings, Kari Kraft, and Mike Darrow met with staff on 9/20 to discuss staffing transitions and update them on the conceptual design process.

Paula Meisner's last day at the library was 9/15. We wish Paula the best of luck in her new full-time marketing position at WITC.

Ellie Wacker was hired as a library clerk and started on 9/11. Ellie is a junior at NRHS and will be a great asset to our team.

Paula Brandt has been trained for the circulation assistant position and Norma Scott has agreed to substitute as the circulation aide. Having Paula cross trained will give us more flexibility with the circulation staff until a permanent staff member is hired or hours are reallocated among existing staff.

Library Board Elections: (Peplau/Gjovik) Motion to nominate Granroth as Chair; passed by voice. (Granroth/Peplau) Motion to nominate Hall as Vice Chair; passed by voice. (Ard/Granroth) Motion to nominate Gjovik as Secretary; passed by voice.

Library Planning Committee Update: Hennings and Darrow will meet with MSR prior to the public engagement session.

Personnel Update/Recommendations Report- John Thompson: John Thompson shared draft staffing proposal plan including notes from staff discussions and proposed recommendations to implement in the new building.

Director Goals 2018: Hennings shared status of 2017 goals and updates for 2018

Closed Session: (Gjovik/Peplau) Motion to enter closed session per Wisconsin Statute 19.85 (1)(c); passed by roll call vote.

Open Session: Hennings' has received an excellent review.

Set date for next meeting: Reschedule October meeting due to Halloween; Hennings will coordinate schedules.

Communications: Granroth is gone October 26- 1st week of December

Adjourn: (Peplau/Granroth) moved to adjourn 6:07 p.m.; passed by voice.