

Minutes of the C.A. Friday Memorial Library Board of Trustees
Tuesday, December 19, 2017 4:30 p.m.

Trustees Attending: Ard, Gjovik, Granroth, Hall, Kilibarda

Trustees Attending via phone: Peplau

Trustees Absent: none

Also Attending: Interim Library Director Team, Jessica LaPean, Maureen LeVesque and Jennifer Rickard, City Administrator, Mike Darrow and City Finance Director, Rae Ann Ailts

Call to order: Granroth called the meeting to order at 4:30 p.m. Quorum was established and the meeting was properly noticed under Wisconsin Open Meeting Law.

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

Public Comment: None

Approve Minutes: (Ard/Kilibarda) Motion to approve minutes from 09.26.17; passed by voice. (Ard/Kilibarda) Motion to approve minutes from 10.12.17; passed by voice.

Closed Session Staffing: (Gjovik/Ard) Motion to enter closed session; passed by roll call vote.

Open Session: (Ard/Hall) approve interim director team positions and bonuses of three staff members.

Feasibility Study Update: The feasibility report will be shared with Granroth and subsequently with whole board at January, 2018 meeting.

Approval of Monthly Expenditures: (Ard/Kilibarda) Motion to approve the October, 2017 bills; passed by voice. (Ard/Hall) Motion to approve the November, 2017 bills; passed by voice.

Financial Report: Third quarter and monthly financial reports were presented for KBS, Signator and New Richmond Area Community Foundation.

Library Budget 2018: The library portion of the approved 2018 City budget was presented to the board.

Director's Report:

MORE – Director's Council passed moving to Local Priority for Holds. Change to go into effect spring 2018.

Personnel – Kerns was hired as a shelver and promoted to a Circulation Assistant position. Wille was hired as a shelver. Kingwill and Allen have been promoted to Assistant Librarian positions. A part-time Reference & Information Assistant position has been posted.

Technology – A new copier/printer unit has been installed for the staff. The previous staff machine has been relocated to the public station with the coin-op as those machines are most similar.

Grants & Funding – We have begun implementation of a \$1000.00 grant from the New Richmond Area Community Foundation. The overall scope of the grant was focused on our homeless population and how we can assist. We also received our year-end check from the Friends of the Library. This check was for \$3313.50 and included funding for our HotSpots through 2018, sponsorship of our 1000 Books before Kindergarten initiative and furniture and supplies for the children’s department.

Classes/Events –

- September was library card sign up month. We registered 101 new patrons, which was up from 63 in August and 41 in October.
- September was the launch of our Good Reader promotion. It has been very well received from staff and customers.
- Youth Services continues to provide outreach services to 5 different 4K locations.
- In October and November we hosted 8 different technology classes. All were very well attended and appreciated by the public.
- November we also hosted a local author and our Veteran’s Roundtable. Great information and attendance at both.
- November was our first Escape Room for teens. It was a great success, we look forward to hosting more in the coming year.
- The Polar Express week was a fun addition to the holiday season providing a different activity each day of the week from Dec. 11-16.
- Both sessions of the Make-n’-Take Holiday Gift class with Devon from Covet filled to capacity and were well received.
- The Snow Day StoryWalk has been installed in Mary Park. Kiwanis was happy to again sponsor the printing.
- Overview of Jan – May class and event planning.

Statistics – In October we conducted our bi-annual reference survey. Circulation numbers were presented for September, October and November.

Library Board Membership: The vacant library board position has been posted.

Personnel Update and Approval of Job Descriptions:

- a. Reference & Information Coordinator - (Hall/Kilibarda) Motion to approve Reference & Information Coordinator job description; passed by voice.
- b. Assistant Librarian - (Ard/Hall) Motion to approve Assistant Librarian job description; passed by voice.
- c. Reference & Information Assistant - (Ard/Kilibarda) Motion to approve Reference & Information Assistant job description; passed by voice.

- d. Circulation Coordinator - (Hall/Ard) Motion to approve Circulation Coordinator job description; passed by voice.
- e. Circulation Assistant - (Kilibarda/Ard) Motion to approve Circulation Assistant job description; passed by voice.
- f. Library Shelver - (Hall/Ard) Motion to approve Library Shelver job description; passed by voice.
- g. Youth Services Coordinator - (Gjovik/Kilibarda) Motion to approve Youth Services Coordinator job description; passed by voice.
- h. Youth Services Assistant - (Ard/Kilibarda) Motion to approve Youth Services Assistant job description; passed by voice.

Closed Dates for 2018: (Ard/Hall) Motion to approve days closed 2018 as recommended; passed by voice.

- Monday, January 1 – New Year’s Day
- Friday, March 30 – Good Friday
- Friday, April 20 – City of New Richmond Staff In-service (library closed, but all staff will be working)
- Monday, May 28 – Memorial Day
- Wednesday, July 4 – Independence Day
- Monday, September 3 – Labor Day
- Thursday, November 22 – Thanksgiving
- Friday, November 23 – Day after Thanksgiving
- Monday, December 24 – Christmas Eve
- Tuesday, December 25 – Christmas Day

Set date for next meeting: January 30, 2018 4:30 pm

Communications: none

Adjourn: (Hall/Gjovik) moved to adjourn 5:52 p.m.; passed by voice.