**Waunakee Public Library Board**

**Minutes of March 11, 2016 – 7:45 a.m.**

**Library Programming Room**

**Members present:** Jean Elvekrog, Mike Ricker, Geoff Vine, Annie Ballweg, Cindy Turner, Kristan Collins, Gary Herzberg, Susan Hedrick (director)

**Members not present:** None

**Call to order:** Jean Elvekrog, president, called the meeting to order at 7:45 AM.

**Consent Agenda**

**Approval of minutes:** Minutes of the February 12, 2016 Library Board Meeting

**Financial Report:**  Bills submitted, 220 fund revenues, budget update

**Gary moved and Cindy seconded a motion to accept the Consent Agenda items. Carried.**

**Public comment:** No visitors from the public were in attendance the meeting.

**Director’s report:** Susan elaborated on her written report. A new option to buy unlimited TUTOR.COM sessions at the annual cost of $6,300.00 was paid for in February 2016.

The library accepted that offer. Susan described four additional programs that have been added to the schedule on various aspects of the Great Depression. These programs were made by possible through a grant from the Wisconsin Humanities Council.

The Irish Dancers were very successful. The only issue was that the program room could not accommodate all of the patrons who wanted to attend.

**Old Business**

**Building committee update:** Geoff updated the Board on progress of the Building Committee. Susan described progress by the Village in acquiring the Alloy site. Issues could delay purchase of the site. The Building Committee will attempt to make changes to the plan to avoid changing the planned completion date. Geoff will update the Village Board at the April 4, 2016 meeting. Geoff and Susan have prepared a preliminary operating budget and delivered it to the Village Board. The budget will be updated when the Architecture preliminary design is complete. Geoff and Dave Ferris have started discussions on the details of how the various costs related to the build will be accounted by the Village.

Susan and others met with OPN to review the first draft of the programming plan that has been written based on the Visioning Session and other input. Meetings are scheduled to adjust the draft plan based on priorities of the various program items.

**Capital campaign update:** Annie gave an update on the Capital Campaign. Over 30 interviews are schedule which should be complete by the end of April.

**Marketing Plan:** Mike reported on progress. The committee met and set the drafting of the messages that best describe the rationale for a new library. This Thursday, the Committee will select the most important message subjects from the list and arrange for the messages to be written. This will be compiled into speaking points for new library stakeholders, a frequently asked question document, and a Powerpoint presentation to be presented to various groups.

**Technology Day:** The event, formally called STEM Day, on April 9 will include various Science, Technology, and Engineering demonstrations for the public.

**Health & Wellness Fair:** The library and the Friends will have tables at the event at the Village Center on March 12, 2016 from 8:30 a.m. until noon.

**Trivia Night:** On May 7, the Annual SCLS Trivia Night is scheduled.

**Mike moved and Geoff seconded a motion to buy a table for $250 as a gesture of civic good will. This will be paid from the 220 fund. Carried.**

**New Business**

**Volunteer recognition:** The volunteer recognition event is scheduled on Friday, May 20 from 8-9 AM. Board members were encouraged to attend if they could.

**Cindy moved and Kristan seconded a motion to buy $25 gift certificates to be presented to each volunteer. This will be paid from the 220 fund. Carried.**

**Date for May Library Board Meeting:** After discussion, it was agreed to meet on April 8 as scheduled despite Susan being at the PLA Conference. The May meeting will also be the usual schedule on May 13.

**Adjourn:** At 8:50 AM Annie moved and Cindy seconded a motion that the meeting be adjourned. Carried.

**Next meeting:**

Regularly scheduled meeting of the Library Board: Friday, April 8, 2016. 7:45 AM

**Respectfully submitted,** Mike Ricker, Trustee and Secretary