**Waunakee Public Library**

**Library Board Meeting Minutes**

**Library Programming Room**

**Friday, January 13, 2017 7:45 AM**

**Roll Call: Present:** AnnieBallweg, Jean Elvekrog, Gary Herzberg, Mike Ricker, Cindy Turner,

Erick Plumb, Director

**Absent:** Kristan Collins, Geoff Vine

**Guests:** Todd Schmidt, Dave Malone and Teresa Midthum from McDonald Schaefer

1. **Call to order:** Jean called the meeting to order at 7:46 a.m.
2. **Roll call and introduction of guests**
3. **Presentation by McDonald Schaefer Consultants:** Dave and Teresa discussed the remaining two phases of the campaign; planning and the actual campaign - quiet phase and public launch. (The Feasibility Study has already been completed.) The timeline is difficult to predict, could be between 12 and 24 months. Jean moved, second by Annie to engage McDonald Schaefer starting February 1, 2017 to begin the planning stage. Carried. The proposed degree of in-house involvement by WPL Board and others will be decided at the February 10, 2017 Board meeting.
4. **Alloy Property update:** Todd Schmidt reported that all steps are in place and whether or not the back taxes are paid by May 1, 2017 is the deciding factor.
5. **Additions to agenda.** None
6. **Consent Agenda:** Mike moved, Gary seconded. Carried. The balance in the Forever Fund is $230,870.
7. **Public Comment:** None
8. **Director’s Report:** Erick noted circulation statistics, the new website launch, and five strategies for the goal of more effective communication with the staff. He detailed individual meetings, bi-monthly staff meetings and regular postings on the library staff blog. Included was a listing of outreach meetings this past month. Erick presented the second of the WPL policies: Appropriate Library Behavior Policy. Erick and the Board also discussed the job description and potential roles of the mid-year hire of the Teen Librarian/Communication Coordinator. The full Director’s January Report was distributed.
9. **Old Business:**
   1. Core Building Committee Report: Geoff Vine – no report
   2. Capital Campaign Committee Report: Annie Ballweg - Short discussion of what had been presented by McDonald Schaefer consultants.
   3. Marketing Committee Report: Mike Ricker – no report
   4. Approve Appropriate Library Behavior Policy. Motion by Cindy, second by Mike to approve the Behavior Policy with two minor changes. Carried. This is the third reviewed and passed policy; Gift Policy, Behavior Policy and Inclement Weather Policy which had been reviewed in a prior year.
10. **Adjourn:** The meeting was adjourned at 9:05 a.m. on a motion by Jean, second by Gary. Carried.

**Next Library Board Meeting:** Friday, February 10, 2017 at 7:45 a.m. – Library Programming Room

**Respectfully submitted**, Cynthia S. Turner, Trustee and Secretary