# Waunakee Public Library

**Library Board Meeting**

# Library Programming Room

**Friday, November 11, 2016 7:45 AM**

Agendas may change prior to the commencement of the meeting. Please check the posting board at the entrance to the library.

**Roll Call: Present:** Annie Ballweg,Kristan Collins, Jean Elvekrog, Mike Ricker, Cindy Turner, Erick Plumb, Director and Brittany Gitzlaff, Youth Services Librarian

**Absent:** Gary Herzberg and Geoff Vine

**Guest:** Todd Schmidt

1. **Call to order:** Jean called the meeting to order at 7:47 a.m.
2. **Roll call and introduction of guests**
3. **Additions to agenda**
4. **Consent agenda:** Carried on a motion by Annie and second by Mike.

A. Approval of minutes from October 14, 2016 meeting

B. Approval of monthly expenditures

C. Financial Reports

D. Forever Fund report: no report

**IV.** **Public Comment:** no comment

1. **Interim Director's Final Report:** Brittany highlighted the adult

programming, specifically the Adult Local Authors Series sponsored by Friends of the Library. Included were reports from Brittany, Elizabeth, Gay and Mike on sessions attended at WLA Conference. Of note was the keynote speaker’s development of a film; “Free for All: Inside the Public Library.” Full reports are attached.

The Board thanks Brittany and recognizes her success stepping in and doing a great job as Interim Director during the past several months. THANK YOU!

1. **Director's Report:** Erick reported meetings with Village Department

Heads, a Rotary meeting, a SCLS Director’s meeting and has been busy familiarizing himself with WPL operations and staff.

**VII. Old Business**

1. Alloy property update: Todd Schmidt: The “dominos are starting to fall

into place.” The Village Board agreed on parameters for negotiations with DOJ. An Idle Sites Grant for $500,000 was submitted with anticipated feedback in December 2017. A letter from WPL Board President and Vice-President to Todd Schmidt and the Village Board in support of the Alloy site and the seeking of the Idle Site Grant was included.

1. 2017 Budget update: Todd Schmidt: The public hearing on the Village of Waunakee’s Proposed 2017 Budget takes place on November 21st. Erick will attend. Due to the personnel needs of other village departments and timeline for new library construction, Todd anticipates the Village Board will only support ½ of the library’s request for $90,000 in 2017 staffing. It is recognized that all departments have a need for an IT position. This might be a collaborative shared personnel decision or a technology supplier contract decision with the WCSD or other outsourcing.

C. Core Building Committee Report: Geoff Vine- no report

D. Capital Campaign Committee Report: Annie Ballweg: An additional $500 has been donated toward the new library project. The collected donations this fall total $10,728. (Post meeting. Jean confirmed via Renee Meinholz that an account has been identified to hold new library donations. This money will show up in line 426-48540070 - Donations to Library.)

E. Marketing Committee Report: Mike Ricker – no report

**VIII. New Business**

A. Set policy for revenues from library vortex: Erick will draft a policy for funds collected in the vortex by the December meeting.

B. Report on Welcome Erick reception on Nov. 28. Plans are going well. Jean has extended the invitation to 300 individuals.

C. Open discussion between new director and trustees. Erick reported that the staff is doing a great job and he has no changes planned for a couple of months. Focus then will be on moving holds from behind the circulation desk as is the procedure in the majority of Dane County libraries, nips and tucks to the furniture/stacks arrangement and flow in the children’s room, and weeding. The policy manual is a big issue. Erick will establish a monthly schedule to review policies and draft needed new policies for those outdated or non-existent.

D. Review plans for establishing new director's goals and objectives.

The Executive Committee will meet and bring proposal to full Board.

**IX. Adjourn:** Jean moved to adjourn the meeting at 8:45 a.m. Mike seconded.

Carried.

**Next Library Board meeting: NOTE SCHEDULE CHANGE---**Friday, Dec. 2, 2016 at 7:45 AM---programming room

Notice is hereby given that the Village Board may attend this meeting. No action will be taken by the Village Board at this meeting.

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

Any person who has a qualifying disability as defined by the Americans With Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or form should contact the municipal clerk at (608) 850-8500, 500 West Main Street, Waunakee, Wisconsin.