

**Waunakee Public Library  
Library Board Meeting  
Library Programming Room  
Friday, August 12, 2016 7:45 a.m.**

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

**Members present:** Jean Elvekrog, President, Annie Ballweg, Kristan Collins, Mike Ricker, Cynthia Turner, Geoff Vine and Brittany Gitzlaff, Interim Director

**Members Absent:** Gary Herzberg

**Guests:** Caitlin Stene

**I. Call to order**

The meeting was called to order at 7:44 a.m. by Jean.

**II. Additions to agenda- none**

**III. Consent agenda**

A. Approval of minutes from July 8, July 13 and July 25, 2016 library board meetings

B. Financial Report

1. Bills submitted – not available

2. 220 Fund revenues – Library Fund Report 08.12.2016

3. Budget update – Expenditures to 07.31.2016

The consent agenda was approved on a motion by Mike, second by Geoff. Carried.

**IV. Public Comment - none**

**IV. Motion to approve interim director**

Motion by Annie, second by Kristan. Carried.

**V. Interim Director's Report, also circ stats; Tutor.com report**

Brittany highlighted the conclusion of the successful summer reading program, the future Lego Wall, on-going youth Maker programs and adult programming. The adult Laura Ingalls Wilder and Harry Houdini programs were funded by a prior Beyond the Page grant. To date, there are 10 completed applications for the Library Director's position. Promotion of Tutor.com will be done in a different manner this fall. Additionally the WPL will not participate in Wauktoberfest.

**VI. Old Business**

**A. Alloy property update:** Todd Schmidt

Jean shared an e-mail from Todd outlining a projected schedule for EPA, Village and Dane County settlement offers and Village purchase of the Alloy property. Based on this potential scenario of property ownership in January 2017, Mike suggested that a revised Gantt Chart be developed.

**B. Core Building Committee Report:** Geoff

Geoff reported that his committee and Village officials have assembled an analysis of all possible costs related to the new library; building costs, land

acquisition costs, legal fees, EPA, sale of current building, capital campaign, etc. to reach a net cost for the new library.

**B. Capital Campaign Committee Report: Annie**

Annie reported that Committee Chairs, Mike Grasee and Sharyn Gardill, are planning to meet with her in September to begin preparations for the Capital Campaign.

**D. Marketing Committee Report: Mike**

No formal report. Mike suggested that with the new Gantt Chart, the committee would work on periodic events following the new schedule to trigger marketing.

**E. Progress on 2017 Budget and organization chart**

Caitlin distributed the 2017 Library Budget Request. Of note were the additions of 2 full-time positions in the 2017 budget to ease into the personnel needs of the new facility. The increases to the operating budget in 2017 are a result of standard increases from South Central Library System. The total personnel budget increase is \$93,735 and the total operating budget increase is \$4,793. Cindy moved to approve the 2017 budget request, Mike seconded, Carried.

**VIII. New Business**

**A. Approve 2017 Dane County library fees -** Jean moved to approve, seconded by Annie. Carried.

**B. Report on Strategic Plan Goal #5 -** As much of Goal 5 relates to furniture, physical space and touring other libraries, this goal is on hold until after the hiring of a new Director and new facility planning.

**C. Explanation of Village pay scale: Caitlin Stene**

Caitlin distributed the Village of Waunakee Compensation Strategy. There was discussion that the Library Board follows Wisconsin State Library Law [43.58(4)] and supervises, establishes duties and compensation for the Library Director. Geoff moved that the Library Board use the Village guidelines handbook and wage scale progression in accordance with the State law as stated. Jean seconded, Carried.

**D. Date of December board meeting –** The meeting date was moved to Friday, December 2, 2016.

**Closed Session:** Jean read the closed session authorization Section 19.85(1)(c) Annie moved that the Board go into closed session at 8:41 a.m., seconded by Cindy. Carried on a roll call: Yeas; Ballweg, Collins, Elvekrog, Ricker, Turner and Vine.

The Board returned to open session. Moved by Mike, second by Jean. Carried.

**D. \*Approve Interim Director comp.** Accept the package for the Interim Director as approved in closed session. Motion by Mike, Second by Jean. Carried.

**IX. Adjourn.** The meeting was adjourned at 9:00 a.m. on a motion by Mike, second by Geoff. Carried.

**Next Library Board meeting:** September 9, 2016 at 7:45 a.m.--programming room

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

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

\*The Library Board may convene in closed session as authorized by Section 19.85(1)(c) of the Wisconsin Statutes for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Library Board may reconvene in open session.

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.