

Minutes of the Meeting of the Kimberly-Little Chute Public Library Board

June 15, 2010

The meeting was called to order at 4:34 p.m. by President Moes at the Gerard H. Van Hoof Library in Little Chute.

PRESENT: Jim Hietpas, Jim Moes, Judy Stangel, Cyndi Vander Pas, Rose Vander Velden.

EXCUSED: Sarah Dollevoet, Margi Fuller.

OTHERS PRESENT: Beth Carpenter, Ann Hardginski, Jill Hasseler.

Vander Velden moved, seconded by Moes, to approve the minutes of the May 18, 2010 meeting. Motion carried. Stangel moved, seconded by Vander Pas, to approve the invoices for May, 2010. Motion carried. The May 2010 financial and statistics reports were discussed.

DIRECTOR'S REPORT

Carpenter reported on an incident that took place on Monday, June 7, around 3pm at Little Chute library. Police were called in case an argument between 2 patrons escalated, but the situation had dissipated before they arrived. Carpenter provided video footage of the argument that took place outside the library at the request of the police, after first confirming it was acceptable to do so according to Chapter 43 of Wisconsin law. Staff responded appropriately to the situation, and Carpenter wanted to report the situation to the Library Board so that they were aware of the incident.

The library is fully staffed once again, as Pat Stangfield, the new Library Assistant, and Ann Hardginski, the new Youth Services Librarian, both started their positions in June. Carpenter is happy to have them both and feels they will be great additions to the library team. Summer students, Abby Nikolay and Kelsey Christie, have also returned and have been a huge help with preparing for the summer library program, shelving, assisting patrons, etc. Carpenter distributed a table of organization in pictures that she had prepared for the new employees to help them learn staff members' names. Summer hours have been in effect since June 1st and both locations have been extremely busy with lots of patron visits and signing up people for the summer library program.

Computer updates on staff and public Internet computers took place at the Little Chute library on June 10 and 11. Carpenter worked with Julie Leopold from OWLS to make the following updates on all library computers: upgrade from MS Office 03 to MS Office 07, Windows updates, antivirus updates (a new application, ESET, is being used by OWLS, so all computers had to be updated), change of resolution on public monitors, Adobe Reader upgrade, etc. While working on the computers, Carpenter created an updated computer replacement plan to use for cycling in new equipment over the next 5 years. She will be placing the 2010 order this summer in order to have faster installment assistance from Leopold. The Kimberly computers will receive the same updates on June 24 and 25.

The FOLKS 3rd Thursday program, "For the Birds," was held Thursday, May 20 and was well-received by the 25 people who attended. Carpenter met with the FOLKS Board on June 4th. They committed \$150 for HOV gift certificate prizes to use for the Centennial Trivia Contest the library is sponsoring in Kimberly. FOLKS also asked about other library needs and requested that Carpenter prepare a vision or plan for how they can best help with library needs as they look to do more active fundraising in the future. Carpenter expressed gratitude to FOLKS

for their continued support. Carpenter will be meeting with new FOLKS President Barbara Fleming on June 18th to discuss expectations/ideas for how FOLKS can help the library in the future.

Marcia Trentlage entered the meeting at 4:50 p.m.

Carpenter attended a Fox Cities Reads meeting on June 9th. Preparations are beginning for the 2011 program. The committee spent some time reviewing the 2010 author and book, as well as brainstorming ideas for next year's author. Carpenter also attended a Centennial committee meeting on June 15th. The library's Centennial Trivia Contest started on June 14th and is being distributed on the library's website, the Village of Kimberly website, and at the Kimberly library. An article has been sent to the Times-Villager, as well. The contest will run through July 23rd. Carpenter distributed a copy of the contest questionnaire and a copy of the flyer being used to promote the Centennial Memory Project.

There is a need to close the libraries for 2 staff in-service days in August or early Fall in order to have staff work days to take care of several projects at each location. Kimberly projects include: – cleaning out & organizing all storage areas, install new tables for the Internet computers, rearrange adult collections, test/delete old equipment. Little Chute projects include: cleaning out & organizing all storage areas, test/delete old equipment, process large book donation. The Kimberly projects would require closing both locations for one day, and the Little Chute projects could likely be done by closing both locations for half a day. Specific dates will be selected later this Summer.

Carpenter asked if the Board needed to approve the capital improvement plan that will be submitted to Little Chute if it is the same as the one the Board approved for Kimberly. Those present said there is no need to approve it as a separate document. Carpenter also asked if there is a process in place for a review of the Library Director on an annual basis, as her one-year anniversary is coming up on July 6th. The Board recommended including the review of the Library Director on the agenda for the next meeting.

YOUTH SERVICES REPORT

Hasseler reported that the summer library program started on June 14th. Registrations have been coming in strong and are approaching last year's numbers. She expects additional sign-ups, as people continue to register even after the start of the program. The Soda Pups Dog Show will take place in Kimberly on Wednesday, June 16th, at 10:30AM and 1:30PM.

Hasseler attended the kick-off for the Passport to Nature program, which is a collaborative effort between Fox Valley public libraries and local nature preserves. The program encourages kids and families to get out and get active during the summer by visiting and exploring nature centers in the area. The kick-off included a presentation by Wisconsin author Rick Chrustowski, who autographed several the library's copies of his books.

The YMCA will be bringing several groups of children to the Kimberly library each week this summer to provide the children reading time at the library. Hasseler also has several school visits set up for middle grades in Little Chute.

OLD BUSINESS

Carpenter presented the 2009 year end reports for invoices, expenditures, and revenues. Carpenter also presented a summary of the year end transfer of funds from the Library Trust Fund in response to questions raised at the May 18, 2010 meeting. Discussion followed. Trentlage moved, seconded by Vander Velden, to approve the 2009 year end reports as presented. Motion carried. Carpenter presented a job description for the

Library Director position. Stangel moved, seconded by Trentlage, to approve the Library Director job description as presented. Motion carried.

NEW BUSINESS

Carpenter reported that the Library Board bylaws state that a President and Secretary should be appointed in June of each year. The Secretary can appoint the Library Director to serve as secretary to record the business of the meetings. Moes moved, seconded by Trentlage, to modify the bylaws to eliminate the position of Secretary. Motion carried. Moes opened nominations for the office of President. Trentlage nominated Stangel. Stangel withdrew from the nomination. Vander Pas nominated Moes to continue as President. No other nominations were offered and nominations were closed. Vander Pas moved, seconded by Vander Velden, to elect Moes as President of the Library Board for the coming year. Motion carried.

An updated list of prices to be charged for out of print materials lost or not returned to the library was presented and discussed. The last price list created was 3 years old, and prices needed to be updated to reflect current costs. There were also material types, such as child's picture book, easy readers, and board books that were not included on the price list in the past, that were added to the list for better, more accurate charges to patrons. Carpenter commended Library Supervisor, Judy Clark, for her hard work put into updating and revising the price list presented. The \$5.00 processing fee assessed on all lost or not-returned materials, out of print or otherwise, was also discussed. Carpenter presented a summary of the practices of other OWLS member libraries, the majority of which do not charge a processing fee. She also mentioned that the retail price of materials is what is charged to patrons, while the library receives typically a 40% discount on materials – the cost of processing by staff is built in and covered by the difference in price. Discussed followed. Stangel moved, seconded by Vander Velden, to approve the new price list as presented. Motion carried. Trentlage moved, seconded by Stangel, to eliminate the \$5.00 service fee. Vander Velden expressed concern about eliminating the fee because some people might abuse the library collection if a higher penalty isn't charged. Vander Pas agreed. A vote on the motion was taken. Ayes: Hietpas, Stangel, Moes, Trentlage. Nays: Vander Pas, Vander Velden. Motion carried. The decision may be revisited in the future if abuse of the collection is found to be a problem.

The following items were offered for the agenda for the June meeting of the Library Board: annual evaluation of the Library Director.

Trentlage moved, seconded by Vander Velden, to adjourn the meeting at 5:28 p.m. Motion carried.

Respectfully submitted,

Beth A. Carpenter
Recording Secretary