

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

March 25, 2010

The meeting was called to order at 6:00 p.m. by President Moes at the James J. Siebers Memorial Library in Kimberly.

PRESENT: Sarah Dollevoet , Jason Leicht, Jim Moes, Judy Stangel, Marcia Trentlage, Cyndi Vander Pas.

OTHERS PRESENT: Beth Carpenter, Jill Hasseler.

Trentlage moved, seconded by Leicht, to approve the minutes of the February 25, 2010 meeting. Motion carried. Carpenter reported that the final financial report for 2009 is unavailable, but did report that \$12,653.97 had to be moved from the Joint Library Trust Fund to cover costs from 2009 related to Wentzel's retirement. A balance of \$4,219.02 remains in the Trust Fund. Stangel moved, seconded by Dollevoet, to approve the invoices for February, 2010. Motion carried.

Rose Vander Velden entered the meeting at 6:05 p.m.

The February financial report was discussed. Carpenter highlighted a new revenue report that will be shared monthly. The February statistics report was discussed. Carpenter will be adding statistics for the library's social media sites (e.g. Facebook, YouTube, and Gabcast) on future statistics reports.

DIRECTOR'S REPORT

Carpenter reported on recent changes taking place at the library since March 15th. Two pages were dismissed and staff is shelving materials. Volunteers will be recruited to assist with shelving and other projects. Kathy Tomasovic's last day was March 19th. The new set of supervisors is in place, and new open hours for the library started on the 15th, as well. The new hours required a new staff schedule, which seems to be going well so far. A job ad for the new youth services librarian went out (more discussion on this later on the agenda). A staff meeting was held March 24th to discuss recent changes in hours and staffing and to provide InfoSoup training.

Carpenter attended the "Handheld Librarian" webinar, which discussed different aspects of offering services to users via mobile devices. She also attended the Marcy Heim workshop at the Neenah Public Library on fundraising & development.

Margi Fuller entered the meeting at 6:20 p.m.

Two discussions of the Fox Cities Reads book have taken place in the last month. The books are always out, and Carpenter is hearing lots of positive buzz about this year's selection. Fox Cities Book Festival schedules are available and brochures are coming soon. Staff has created displays of Festival authors' books at both locations. Posters for the events taking place at our library have been taken out into the community by FOLKS members.

Carpenter attended an OWLSnet AAC meeting on March 19th and reported on updates from that meeting. OWLS was included in a recent report, "A Roadmap for Government Transformation," as a good example of collaboration and cost savings as a government institution. eCommerce will be coming to Infosoup in 2010, which will allow patrons to pay fines online with credit cards. Fines collected via eCommerce will be paid to the

item's owning agency, which is a change from fines received in person at the library. This may affect our revenue once eCommerce begins, but it may be balanced out by more people paying their fines due to the convenience of online payment options. A new version of InfoSoup is now available for users of mobile devices. The new version strips down the graphical design of the online catalog and minimizes information shared, so that the catalog is more easily used on portable devices. Carpenter is scheduled to attend a meeting on March 31st regarding the USDA community facilities loans and grants for rural libraries and will report back on that meeting next month.

The Friends of the Library met on March 12th and discussed fundraising ideas for the coming year. They will be serving as hosts with Carpenter at the Book Festival events and will provide refreshments for those events, as well. FOLKS also committed \$500 toward grand prizes for our summer library program. Their support is very much appreciated.

Carpenter has been attending Kimberly Centennial Committee meetings and reported that the library will be hosting a family historical trivia contest this summer to help celebrate the Centennial. A grant will be sought to purchase grand prizes for participants. Historical photos are also being selected to digitize for an online collection. Carpenter will be attending training in April on how to use ContentDM, an online tool provided by OWLS for hosting digital collections. Carpenter also met with Troy Reeves from the UW Oral History Project to discuss the best way to start an oral history project for the Centennial. Carpenter will attend the May SeniorQuest meeting in Kimberly to begin the search for participants in that project.

Carpenter has been meeting with vendors to get to know what they have to offer. A software grant was awarded to the library through TechSoup to purchase MS Office 2007 for the public computers at both libraries. Microsoft values the software awarded to the library at \$8,483. The software will hopefully be installed in early April. The library will be closed for Good Friday.

YOUTH SERVICES REPORT

Hasseler reported that the spring storytime session has ended. Hasseler dressed up as Cat in the Hat for Dr. Suess's birthday to entertain the children at Woodland School. Children from Little Chute Elementary school visited the library this week – 80 to 90 children visited during the two trips. Girl Scouts will be presenting a storytime on May 15th at Little Chute to earn a badge. Hasseler and Carpenter have been working on the summer library program together. Hasseler will not visit the schools in May to promote the summer program due to the current staff shortage, but other ways of getting information out to the schools are being discussed.

OLD BUSINESS

Carpenter read a letter of complaint about the change in open hours. Carpenter also shared concerns voiced by staff about opening later rather than closing earlier. A few other verbal complaints from patrons have been heard, as well, but overall, people are adjusting well to the change. More time is needed to be able to see how things will work for the community and staff long-term.

An advertisement for the new Youth Services Librarian position went out the week of March 15th and was also posted on the library website, several state and national websites, as well as state and local email listservs. Carpenter has received 27 applications and is optimistic about finding a suitable candidate.

NEW BUSINESS

Job descriptions for all library positions, except the Director, were presented and discussed. Trentlage moved, seconded by Fuller, that the job descriptions for the Youth Services Librarian, Youth Services Assistant, Summer Students, Library Supervisors, and Library Assistants be approved as amended. Motion carried.

Carpenter reported on discussions with Officer Recker regarding the recovery of materials that are not returned to the library. The current process was described, as were examples of what other OWLS member libraries do to recover materials. Approximately 39 cases were forwarded to Fox Valley Metro in 2009, and only 6 still remain open. An estimated \$1590 worth of materials were recovered with police assistance last year in Little Chute alone. Discussion followed. President Moes and Carpenter will meet with Chief Misselt to discuss the process and reach an agreement on how these cases will be handled in future.

Carpenter asked if the Library Board meetings could be moved to earlier in the month and earlier in the day. Discussion followed. It was decided that meetings will be moved to the 2nd Tuesday of the month at 4:30 p.m. as a trial to see how it works.

There were no suggested items for future agendas.

Vander Pas moved, seconded by Vander Velden, to adjourn the meeting at 7:00 p.m. Motion carried.

Respectfully submitted,

Beth A. Carpenter
Recording Secretary