

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

May 18, 2010

The meeting was called to order at 4:34 p.m. by President Moes at the James J. Siebers Memorial Library in Kimberly.

PRESENT: Margi Fuller, Jim Moes, Marcia Trentlage, Rose Vander Velden.

EXCUSED: Sarah Dollevoet, Jim Hietpas, Judy Stangel, Cyndi Vander Pas.

OTHERS PRESENT: Beth Carpenter, Jill Hasseler.

Fuller moved, seconded by Moes, to approve the minutes of the April 20, 2010 meeting. Motion carried. A report for year end 2009 invoices and financial reports was presented. Moes asked about the Library Trust Fund and how much was transferred to cover overage in expenditures and shortfalls in revenues. Carpenter will get details on the final transfer of funds and will report back at the next meeting. Trentlage moved, seconded by Fuller, to table action on the approval of the 2009 year end reports until the next meeting of the Board. Motion carried. Fuller moved, seconded by Vander Velden, to approve the invoices for April, 2010. Motion carried. The April 2010 financial and statistics reports were discussed.

DIRECTOR'S REPORT

Carpenter welcomed back Trentlage and Vander Velden whose terms have been renewed on the Board. The new Village of Little Chute Board representative joining the Library Board is Jim Hietpas. Carpenter met with Trustee Hietpas earlier in the day to provide orientation materials, give a tour of the library, and answer his initial questions about the library. The election of officers for the Library Board is slated to be on the June meeting agenda. Carpenter handed out a list of current Library Board members with terms and contact information.

Monthly staff meetings have been taking place consistently in order to discuss staffing updates, policy issues, and procedures for the summer library program. Supervisors have been trained to do daily reports and respond to agency emails, which has been a huge help. Monthly supervisor meetings have also been established to solicit input on employee training, policies, and other staff issues. Two of the supervisors participated in the interview process and were very helpful. Carpenter will delegate more to the supervisors once the library has a full staff again.

Carpenter attended ContentDM training provided by OWLS to learn how to digitize collections and provide them online. Carpenter also attended the Wisconsin Association of Public Libraries conference in Sheboygan at the end of April. There were good sessions on fundraising, youth services, volunteer programs, and getting involved in community organizations. The library hosted the annual Cooperative Children's Book Center (CCBC) workshop on May 5 for OWLS. The CCBC talks about recommended books for children and teens and provides copies on site for hands-on examination.

The next FOLKS 3rd Thursday program will be "For the Birds," Thursday, May 20 at 6:30 p.m. in Little Chute. Lee Hammen, retired Naturalist from 1000 Islands Environmental Center will talk about birds and how to attract them to your yard. Carpenter and library staff member Corinne Herro hosted a volunteer breakfast on April 21st during National Volunteer Week to thank FOLKS and other volunteers for all their hard work and support.

The library will be hosting a Family Trivia Contest during the summer library program (Kimberly only) in honor of Kimberly's Centennial. The questions have been completed and details are being finalized. Carpenter will be scanning local history photos and providing them online in a blog format, so that people can add their memories about the person, place or event pictured. Staff and/or volunteers will be utilized to help with the project. Carpenter is considering scanning the Kimberly Jubilee booklet, as well, if time allows. Carpenter also reported on the Centennial Memory Project in which she will record oral histories of community members to link to on the blog being created for historical photos. She spoke to SeniorQuest at Christ the King Church on May 14th to invite those present to participate in the project. The project will get underway in the Fall.

A planning project for the library will begin this Fall with the help of OWLS Director, Rick Krumwiede. This process should help shape a vision for the future of the library and a 5-year plan to help us accomplish our goals. Carpenter inquired about the Out of Print list to see if it requires Board approval. It will be added to the agenda for the June meeting for further discussion and possible action. Carpenter will be on vacation May 21 to 31.

YOUTH SERVICES REPORT

Hasseler reported that the summer library program sign up has started. The library is using a single online registration form that feeds into a Google Docs spreadsheet that can be edited from multiple locations by multiple people. This new method is simplifying the process greatly and is saving paper and time. Brochures about the program have gone out to all the schools to go home with students.

OLD BUSINESS

Carpenter reported that interviews for the two open positions at the library are complete and recommended two candidates for hire. Application materials for both candidates were provided for the Board to review, along with details on the offers of employment. Pat Stangfield was the selected candidate for the Library Assistant position, and Ann Hardginski was the selected candidate for the Youth Services Librarian opening. Trentlage moved, seconded by Fuller, to provide the Board's endorsement for Carpenter to seek the employment of candidates decided upon during the interview process. Motion carried.

NEW BUSINESS

Carpenter reported on the practice of waiving fines for current and past employees, Board members, and their family members in thanks for their service to the library. Discussion followed. A motion was made by Trentlage and seconded by Fuller to no longer waive fines for past staff, past Library Board members, and family members and that current library staff and Library Board members be allowed fine free status. Moes amended the motion to have the practice start July 1, 2010, seconded by Vander Velden. Aye: Fuller, Moes, Vander Velden. Nay: Trentlage. Motion carried. Final motion was made to no longer waive fines for past staff, past Library Board members, and family members starting July 1st. Aye: Fuller, Moes, Vander Velden. Nay: Trentlage.

A job description for the Library Director position was presented. Carpenter wanted to update it to match the job descriptions approved by the Board for the other library positions. Trentlage moved, seconded by Vander Velden to table the discussion and approval of the Library Director job description until the June meeting. Motion carried.

The following items were offered for the agenda for the June meeting of the Library Board: approval of the final 2009 bills and financial reports, discussion and approval of the Out of Print Prices and service fees, election of officers, and job description for the Library Director.

Trentlage moved, seconded by Fuller, to adjourn the meeting at 5:31 p.m. Motion carried.

Respectfully submitted,

Beth A. Carpenter
Recording Secretary