MINUTES FOR THE FEBRUARY 17, 2015 MEETING
OF THE BARABO PUBLIC LIBRARY BOARD OF TRUSTEES

I. Call to order

A. Note compliance with the Open Meeting Law
The meeting was called to order at 5:32 pm.

B. Roll call
Members present: M. Boucher, J. Ellington, M. Grant, N. Knappen, W. Maffei, C. Olson, B. Stelling, L. Von Asten

Members absent: R. Nelson

Others present: M. Allen, C. Kipp, N. Rybarczyk, R. Whyte, A. Brown, E. Geick

C. Approve agenda
Motion by: L. Von Asten
Second: W. Maffei
Vote: Motion carried

D. Approval of the minutes of the January 20,2015 meeting
J. Ellington wanted to include the following statement to *E. Discussion of possible transfer of Trust Fund investments from SII Investments Inc. to Raymond James*:

> J. Ellington said he met with Laura Stanek and she said one of the reasons for her move was because she did not have any backup at SII Investments.

Motion by W. Maffei to approve the minutes as amended
Second: B. Stelling
Vote: Motion carried

II. Unfinished business

A. Discussion of Library Director compensation

1. Closed Session: the Library Board may go into CLOSED SESSION per Wisconsin Statutes s.19.85(1)(c) considering employment, promotion, compensation, or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility.

   Motion by: J. Ellington
   Second: L. Von Asten
   Roll Call Vote: All present voted in favor of going into closed session.

2. Open Session: Board will reconvene in open session for any necessary action resulting from the closed session.

   Motion by: J. Ellington
   Second: N. Knappen
   Roll Call Vote: All present voted in favor of going into open session.

Motion by L. Von Asten to approve a 2.0% raise for Library Director Meg Allen
Second: N. Knappen
Vote: Motion carried

B. Discussion of Library Development Director performance and compensation
   1. Closed Session: the Library Board may go into CLOSED SESSION per Wisconsin Statutes s.19.85(1)(c) considering employment, promotion, compensation, or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility.

      Motion by: N. Knappen
      Second: J. Ellington
      Roll Call Vote: All present voted in favor of going into closed session.

   2. Open Session: Board will reconvene in open session for any necessary action resulting from the closed session.

      Motion by: J. Ellington
      Second: M. Boucher
      Roll Call Vote: All present voted in favor of going into open session

      Motion by W. Maffei to adopt the reclassification of the Library Development Director position to Grade 6 Step 5
      Second: N. Knappen
      Vote: Motion carried

C. Discussion of possible retroactive pay rate change for the Library Development Director as a result of the reclassification of the position

M. Allen referenced the background information included in the packet regarding the last time a position was reclassified. The last position reclassification where retroactive pay was involved was for A. Horjus. He requested retroactive pay back to January 1, 2009. The Board decided to award back pay to his anniversary date, November 7, 2009.

City Administrator E. Geick said the city typically goes back to when the position changed in regards to retroactive pay. M. Grant said the Library Board should go back to when the decision was made to change the position.

There was further discussion on when the position changed. M. Allen said that because the retroactive pay for A. Horjus started at his anniversary date, she assumed it would be the same for R. Whyte. Her contract runs from January 1 to December 31. There was debate about the date that Whyte's new pay rate should go into effect. At the June 2013 meeting, R. Whyte changed from part-time to a full-time, salaried employee. R. Whyte said she started her full-time duties in June 2013 and she was asking for retroactive pay back to January 1, 2014.

L. Von Asten was concerned with penalizing R. Whyte for the Library Board delay. M. Grant said a clear policy on position reclassifications needed to be developed.

Motion by M. Boucher to retroactively pay R. Whyte back to January 1, 2014 due to the position reclassification
Second: L. Von Asten

W. Maffei said that R. Whyte took the position knowing what the pay was and was opposed to retroactive pay.

N. Knappen said he wanted to make sure position reclassifications get addressed by a policy and wanted to make it clear that the decision made will not be setting a precedent. M. Grant said some of the delay involving this issue was also the fault of R. Whyte and M. Allen.

W. Maffei asked E. Geick if he considered tasks when grading the position. E. Geick said he does, and the classifications for the tasks are in very general categories.

Vote: Motion carried with B. Stelling and W. Maffei opposed.

Motion by L. Von Asten to direct the Policy Committee to create a clear policy to deal with position reclassifications
Second: M. Boucher
Vote: Motion carried

The Library Board thanked E. Geick for his time and input.

D. Review draft of the 2015 Development Plan

M. Grant commented that she would like to see item d, prepare for capital campaign, be the priority in 2015.

Motion by N. Knappen to approve the draft of the 2015 development plan
Second: L. Von Asten
Vote: Motion carried

B. Stelling said she would like to see new ideas for fundraising.

E. Proposed Baraboo School District Emergency Evacuation Agreement
M. Allen reported the Fire Marshall and the Fire Chief found the program room to be an acceptable size. M. Allen shared an updated draft agreement. M. Allen noted the original draft was a two-way agreement between the City and the Baraboo School district. She revised it to a three-way partnership between the Baraboo School District, the City of Baraboo, and the Baraboo Public Library. She also struck a statement that said The City of Baraboo would provide the Baraboo School District with the appropriate access to facilities in the event the building was not being used during an emergency.

Motion by B. Stelling to approve the proposed agreement
Second: W. Maffei
Vote: Motion carried

III. New business

A. Bills: B. Stelling, examiner

B. Stelling reported there was a small discrepancy in the bills which was corrected.
Motion by B. Stelling to pay the bills
Second by J. Ellington
Vote: Motion carried

B. New agenda format – end of trial period
M. Allen said that the trial period for the new agenda format is over and it seems to be working. The Library Board agreed by consensus and decided to continue using the new format.

C. Department of Public Instruction 2014 Annual Report
There was an issue completing the 2014 Annual Report because of an outstanding credit card bills. The credit card payments will not be posted until February 24. The deadline for the Annual Report is March 2. To approve the financial information and the annual report, there will need to be a special Library Board meeting. A meeting was scheduled for Thursday, February 26 at 5:00 pm.

D. Statement of library system effectiveness
M. Allen included comments from last year in the board packet. Web-based email and the updated fine module in Koha were great improvements for the library in 2014. M. Allen talked to management about how they felt about system effectiveness and generally they felt the ILS system, technology, and other consultant services were effective.

M. Allen felt SCLS should be providing leadership in redefining output measures and outcomes as changes in physical circulation will have a growing impact on funding.

Because of the declining Internet usage at the library and the fact that more patrons may be going directly to LINKcat instead of using the Baraboo Public Library website, N. Knappen asked if SCLS can track direct use of LINKcat by Baraboo patrons and N. Rybarczyk said it could not be done through the use of Google Analytics.

IV. Communication and Reports

A. Correspondence: None

B. Director's report
M. Allen had nothing additional to add to her report.

C. Kipp said the StoryWalk is going in at City View Park. There was a discussion on the funding of the StoryWalk. R. Whyte was not comfortable with using the money from the Muppet Fundraiser because the money was supposed to benefit the Youth Services Department. M. Allen disagreed and said that the StoryWalk directly benefits the Youth Services Department.

W. Maffei was in favor of the StoryWalk and was certain that funding would be found, even possibly including a contribution from trust funds, if necessary. He did not see an issue with using the Muppet fundraiser money for the project.

M. Allen said there may be some other funding opportunities. Also, the Park and Recreation Department showed interest in additional StoryWalks.

C. Financial summary
The financial summary was reviewed.

D. Statistics
The statistics for January 2015 were reviewed.

E. Trust fund report
M. Allen said there was a CD in the Building Fund coming due at Summit Credit Union.

Motion by W. Maffei to transfer $150,000 to a new CD at Summit Credit Union for 16 months at 1.00% with the balance to go into the checking account
Second by J. Ellington
Vote: Motion carried

F. Board member volunteer experiences
No volunteer experiences were reported.

G. Friends report
L. Von Asten reported that projects were moving along. The books have been ordered and there are some materials that have been put together for the baby book project. Friday Coffee will run through May 2015. The Friends will be moving to an annual membership meeting instead of a quarterly meeting. They are also looking at updating their bylaws.

H. Teen Advisory Board (TAB) report
A. Brown discussed the Extraterrestrial Culture Day that was held last week.

I. Building and Grounds Committee
N. Knappen reported the Committee met last evening. The Committee identified the amount of soft seating, tables, and chairs for the library. They also identified the need for lamps and USB outlets for charging devices. M. Allen will be meeting with Deb Haeffner, the SCLS Building Consultant. The Committee liked the style of a Gunlocke "Bank of England" chair like the one that was donated by the Sauey family in memory of Marcus Gumz. The Committee will be posting furniture images to a Pinterest board to share other furniture possibilities.

V. Adjournment
Motion by: J. Ellington
Second: N. Knappen
Vote: Motion carried
Meeting adjourned at 7:35 pm.