

MINUTES FOR THE APRIL 19, 2016 MEETING OF THE  
BARABOO PUBLIC LIBRARY BOARD OF TRUSTEES

- I. Call to order
  - A. Note compliance with Open Meeting Law  
The meeting was called to order at 5:30 pm.
  - B. Roll Call  
Members present: E. Burchett, J. Ellington, M. Grant, F. Hartmann, N. Knappen, J. McMahon, B. Stelling, L. Von Asten, D. Wernecke  
  
Members absent: none  
  
Others present: M. Allen, C. Kipp, N. Rybarczyk, T. Konkel, L. Mueller, G. DeSanto
  - C. Approve agenda  
N. Knappen requested to move the discussion of the proposals for the website redesign project to next month. L. Von Asten asked why and N. Knappen replied that there was a digital error in the proposal selected by the small group.  
  
Motion to approve the agenda: J. Ellington  
Second: J. McMahon  
Vote: Unanimous – Motion carried
  - D. Approval of the March 15, 2016 Library Board meeting minutes  
N. Knappen said that under item C of New Business, the sentence regarding mobile computing should read, “N. Knappen noted that the possible rapid adoption of e-readers and mobile computing had not been taken into account when the original design was created in 2009.”  
  
In the following paragraph, the second sentence should read, “As a result of concerns about the cost to build the charrette design, staff members and Board members reviewed the building program and identified areas in which the square footage could be reduced based on library use trends.  
  
Motion to approve the minutes as amended: J. Ellington  
Second: J. McMahon  
Vote: Unanimous – Motion carried
- II. Appearances: presentation on the proposed School District of Baraboo referendum by District Administrator Lori Mueller and School Board member Sean McNevin

Sean McNevin was unable to come to the meeting. District Administrator Lori Mueller shared with the Board some of the facility needs of the district. The main goals of the referendum are to repair and revitalize facilities, create flexible environments to maximize teaching and learning, and to expand facilities for co-curricular programs.

For Phase II, the district wants to prioritize improvements at Baraboo High School. L. Mueller discussed some of the plans for upgrading areas, such as the gym, cafeteria, technology education areas, and parking.

III. Unfinished business

A. Teen Advisory Board Report

T. Konkel reported the teens had a National Karaoke Week party today. Last week there was a Bubble Wrap Versus Cardboard program that had over 20 participants. The teens are gearing up for the summer programs.

IV. New business

A. Request to revisit the structure for the proposed building upgrade committee

As a new board member, the idea to expand the Building and Grounds committee did not resonate for D. Wernecke. He said the idea was to have an ad hoc committee. Having an ad hoc committee will eliminate the need to wait for committee assignments at the annual meeting and it would deal with issues related to per diem payments. He felt we should be able to do this work without taxing the budget. M. Grant asked D. Wernecke to chair the group.

M. Allen said it makes sense to start with a presentation summarizing the work done to date. She volunteered to create the presentation.

Motion to go forward with D. Wernecke's plan to create an ad hoc committee composed of members of the public, the Library Board, Friends of the Library, and staff: B. Stelling

Second: L. Von Asten

Vote: Unanimous--Motion carried.

B. Library brand proposal

M. Allen did not receive the proposal in time for the meeting.

C. Open Circulation Assistant position (12.5 hours per week) and the Library Director desk hours (7 hours per week)

M. Allen stated that we have an opportunity to combine the seven circulation desk hours she was working with the 12.5 hours per week Circulation Assistant

position that Joan Wheeler left, to create a 19.5 hours per week position. From the perspective of the Circulation Supervisor, this would be a desirable change.

She spoke with City Administrator Ed Geick about the future budget implications of this change. He said the 2017 budget will depend on the factors that govern the municipal budget increases allowed by the State such as net new growth in assessed value and changes to the cost of living index, and that it's just too early to make any predictions. He suggested that this change could potentially absorb any increase we may receive in 2017.

City Treasurer L. Laux said that with an estimated 1% cost of living increase and a step increase at the one year anniversary, the additional cost for the position in 2017 would be \$5,853.

B. Stelling asked if being off the circulation desk has helped. M. Allen said the additional time has been extremely valuable already.

L. Von Asten felt that the hours should be added to the existing position. At nearly 20 hours per week, it is a much more desirable position and may attract a more qualified pool of applicants.

Motion to add the 7 hours of desk time per week from the Library Director to the open Circulation Assistant position for a total of 19.5 hours per week: L. Von Asten

Second: B. Stelling

N. Knappen asked if this would be a permanent position and M. Allen replied that yes, it would be permanent.

Vote: Unanimous – Motion carried

L. Von Asten asked what was happening to the development position. M. Grant said that M. Allen suggested working with a fundraising consultant. M. Allen added that with her extra time off of the desk, she can perform some of the development duties as well.

- D. Changes to credit reporting rules and materials recovery service process  
M. Allen reported that recent Wisconsin legislation authorizing libraries to use outside agencies to collect fees (we already had approval from our municipal attorney) has been invalidated by a settlement between the national credit reporting agencies and the NY Attorney General. Apparently our Wisconsin Attorney General signed on to this agreement as well.

The library received a letter from Unique Management Services, Inc. (UMS) stating that effective June 15, 2016 they will no longer be allowed to credit report library debt. In addition, accounts already credit reported will be removed. M. Allen reported that UMS will continue to honor their "budget neutral" commitment, that is, dollars recovered will exceed the service cost. She recommends we continue to use the service, monitor results/costs, and re-visit if necessary.

- E. Device Checkout Policy (formerly known as the Laptop Checkout Policy) – schedule Policy Committee meeting

The policy was reviewed. M. Grant suggested adding wording on what happens after an item reaches the maximum fine. N. Knappen suggested adding a phrase that states both staff and patrons would examine the device at checkout to make sure it is in working order.

M. Allen and J. McMahon will schedule a meeting after the Board meeting adjourns.

V. Financial Summary

- A. Bills: B. Stelling, examiner  
Motion to pay the bills: N. Knappen  
Second: E. Burchett  
Vote: Unanimous – Motion carried

- B. Revenue and donations report  
The report was reviewed.

- C. Expenditure report  
The report was reviewed. M. Allen noted that the \$5,000 capital request for building maintenance was added to budget line 260.

- D. Trust fund report  
The report was reviewed.

VI. Consent agenda

L. Von Asten gave a quick report on the last Friends of the Library meeting and talked about the upcoming book sale.

VII. Adjournment

Motion to adjourn: F. Hartmann  
Second: N. Knappen  
Vote: Unanimous – Motion carried  
The meeting adjourned at 6:49 pm.