

MINUTES FOR THE MAY 17, 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 5:33 pm.
 - B. Roll Call
Members present: E. Burchett, J. Ellington, M. Grant, F. Hartmann, N. Knappen, J. McMahon, D. Wernecke

Members absent: B. Stelling, L. Von Asten

Others present: M. Allen, C. Kipp, N. Rybarczyk, T. Konkel
 - C. Approve agenda
Motion to approve the agenda: N. Knappen
Second: J. Ellington
Vote: Unanimous – Motion carried
 - D. Approval of the April 19, 2016 Library Board meeting minutes
Motion to approve the April 19, 2016 Library Board meeting minutes: N. Knappen
Second: J. Ellington
Vote: Unanimous – Motion carried
 - E. Approval of the April 28, 2016 Policy Committee meeting minutes
Motion to approve the April 28, 2016 Policy Committee meeting minutes: E. Burchett
Second: J. Ellington
Vote: Unanimous - Motion carried
- II. Unfinished Business
 - A. Teen Advisory Board Report
T. Konkel reported the theme of the summer teen read-a-thon is *Get in the Game – Read!* There will be games based on themes from books. Teens can join a fandom and compete against other teams.

More teens are still needed as summer volunteers for the reading programs.
 - B. Review of proposals for website redesign
M. Allen said the workgroup has met a few times and reached an impasse. The proposal recommended by some group members is viewed as unacceptable and too expensive by others. M. Allen said she thinks we need to make a fresh start beginning with specifically defining what we want in a redesigned website.

N. Knappen said one of the biggest issues will be with the content on the site.

M. Allen asked for input from the board. M. Grant said the website looked tired. There were no compelling images to pull patrons in. It needed a rotation of photos. She also suggested restricting menu choices and offering more choices after clicking on a link. J. McMahon said there needed to be a stronger focus on literacy.

M. Allen said she recommends taking our specific ideas to the South Central Library System (SCLS) web consultant. Some basic web design services are included in our SCLS membership.

Motion to reject all of the proposals and send the project back to the small group: N. Knappen

Second: J. Ellington

Vote: Unanimous - Motion carried

C. Library brand proposal

M. Allen explained how the Amy Sullivan design was inspired by the building and based on a concept from the staff logo workgroup a number of years ago. Sullivan said she would do the logo design for \$499.

N. Knappen clarified that branding is research on a product or service. This project is more of a logo design project.

N. Knappen suggested more muted colors and more modern, softer, and subtler hues. He is concerned that the bright colors may interfere with content on the website. J. McMahon wanted to see more font options. N. Knappen added the website address needed to be more readable with upper and lower case lettering. J. McMahon felt that the logo design should be a shared vision with a web designer. She has fears about two separate design silos.

There was a desire to see a couple more variations of the proposed design and multiple designs of her own based on the feedback from the Board.

Motion to have Amy Sullivan to come back with some new designs based on the input from the Library Board: E. Burchett

Second: J. Ellington

Vote: Unanimous – Motion carried

D. Review of the Device Checkout Policy (formerly the Laptop Checkout Policy)

M. Grant requested wording at the beginning of the policy to state that the loan period varies by device.

Motion to approve the Device Checkout Policy as amended: N. Knappen
Second: E. Burchett
Vote: Unanimous – Motion carried

III. New Business

A. Review of the revised Circulation Policy

Motion to approve the revised Circulation Policy: N. Knappen
Second: J. Ellington

M. Allen said the most significant change is the elimination of refunds for lost items that are paid for, and subsequently found. She shared an example of a patron who paid for a lost item via LINKcat, returned it the next day, and requested a refund.

Vote: Unanimous – Motion carried

B. Appoint a Nominating Committee

M. Grant asked for volunteers. J. McMahon volunteered to be on the committee. L. Von Asten and B. Stelling were appointed to the committee. J. McMahon will serve as chair.

C. Ad Hoc Steering Committee update

David Wernecke reported there have not been any meetings yet. He would like to have an initial meeting in June. He is currently finding people who are interested in serving on the committee. He reported there are 8 members of the staff interested in serving. M. Allen is working on a presentation that will explain the background of the project.

D. Staff appreciation

At the last all-staff meeting, M. Allen asked the staff what makes them feel appreciated. She shared some of the responses with the Board. J. Ellington noted the City Council acknowledges employees at milestones.

There was discussion of taking the money that would be spent on a staff appreciation breakfast and place it in a Sunshine Fund.

Motion to create a Sunshine Fund: J. McMahon
Second: J. Ellington
Vote: Unanimous – Motion carried

IV. Financial Summary

A. Bills: D. Wernecke, examiner

Motion to pay the bills: D. Wernecke
Second: N. Knappen
Vote: Unanimous - Motion carried

B. Revenue and donations report

The revenue and donations report was reviewed. M. Allen noted two large donations that were received for the building fund.

C. Expenditure report

The expenditure report was reviewed. M. Allen reported the amount in the budget for adult books is not sufficient. Some time ago, the adult book budget was split in half in order to add some money to the AV budget and support the Wisconsin Digital Library.

D. Trust fund report

The trust fund report was reviewed.

V. Consent Agenda

Motion to approve the consent agenda: N. Knappen

Second: J. Ellington

Vote: Unanimous – Motion carried

M. Allen reported she handed out the monthly statistics at the start of the meeting. She noted the recent increase in computer use. The increase may be attributed to the recent change in the arrangement of the public computer workstations in the Adult Services department.

J. Ellington asked for some input on the forms used for the Library Director Performance Evaluation.

VI. Adjournment

Motion to adjourn: F. Hartmann

Second: J. Ellington

Vote: Unanimous – Motion carried

The meeting adjourned at 6:49 pm.