

Minutes for the May 19, 2015 Meeting of the
Baraboo Public Library Board of Trustees

I. Call to order and introduction of new Board members

A. Note compliance with Open Meeting Law

The meeting was called to order at 5:30 pm.

B. Roll call

Members present: J. Ellington, M. Grant, F. Hartmann, N. Knappen, W. Maffei, R. Nelson, C. Olson, B. Stelling, L. Von Asten

Members absent: None

Others present: M. Allen, C. Kipp, N. Rybarczyk, R. Whyte, J. McMahon

C. Approve agenda

Under New Business, M. Allen wanted to add item E. Adult Summer Reading Challenge. Under Communications and Reports, N. Knappen requested to move item I. Building & Grounds Committee to after item E. Trust fund report.

Motion by N. Knappen to approve the agenda as revised

Second: L. Von Asten

Vote: Motion carried

D. Approve minutes of the April 21, 2015 meeting

Motion by J. Ellington to approve the minutes of the April 21, 2015 meeting

Second: B. Stelling

Vote: Motion carried

II. Unfinished Business: None

III. New Business

A. Bills: N. Knappen, examiner

Motion by N. Knappen to pay the bills

Second: J. Ellington

Vote: Motion carried

B. Resolution in honor of Chris Olson's service as a trustee

M. Allen read a resolution in honor of Chris Olson's service as a trustee. C. Olson said it was a very good experience serving on the Board of Trustees.

C. 2014 Stakeholders annual report

The 2014 Stakeholders annual report was reviewed. The report will be an 11x17 folded handout. The report will be given to the City Council, the Sauk County Library Board, select donors, and similar groups.

R. Nelson suggested having current board members listed on the report. There was discussion about adding the current members to the report.

L. Von Asten asked if current staff should be listed on the report. It was decided that adding the current staff would add a great deal to the report.

R. Nelson added that it was a suggestion to add the current Board members, and that the decision should be left to M. Allen's discretion.

Motion by R. Nelson to accept the 2014 Stakeholders Annual Report

Second: N. Knappen

Vote: Motion carried.

D. Staff appreciation picnic on Saturday, August 8, 2015

M. Allen polled the staff for the dates that would work the best and Mary and Ken Grant selected August 8th. Past board members and staff will be invited to the picnic as well.

E. Adult Summer Reading Challenge

N. Rybarczyk discussed the Adult Summer Reading Challenge and proposed to waive fines as an incentive. After reading or listening to 6 items, participants can turn in completed reading logs and receive one of the popular "Mystery Bags" that contain prizes from previous years or a coupon to reduce their fines. The coupons will be for the following amounts:

- 50 \$2.00 coupons=\$100.00
- 100 \$1.00 coupons=\$100.00
- 150 \$.50 coupons=\$75.00

Coupons need to be redeemed by December 31, 2015. The coupons are also transferrable. For instance, an adult patron could give their coupon to one of their children to help pay down their fines.

Motion by J. Ellington to accept the proposal to waive \$275 in fines for the Adult Summer Reading Challenge

Second: B. Stelling

Vote: Motion carried.

IV. Communication and Reports

A. Correspondence: None

B. Staff Reports: Director, Youth Services, and Development

M. Allen said May 15th was the first drop-in Wii bowling program for adults. They had a great time. This will become a regular Friday afternoon program as there are no other conflicts with the program room. The group is very pleased with the space.

N. Knappen asked if the Sauk County Library Board was looking for someone from the Town of Baraboo or could the individual be from the City of Baraboo. M. Allen said they are looking for someone from the Town of Baraboo or one of the other townships, not the City of Baraboo.

M. Grant reported she will be the announcer for the Worm Races this summer.

N. Knappen asked why the cordless phones cost so much. M. Allen explained they had to be compatible with our phone system to allow for the features to work.

C. Financial summary

The Financial summary was reviewed. M. Allen pointed out that the library was doing very well this year in terms of revenue. J. Ellington asked if the revenue was steady or if it was an increase. M. Allen said the revenue was steady at about \$2,200 per month.

D. Statistics

The statistics for April 2015 were reviewed.

L. Von Asten commented that the teen programs were up in April. M. Grant asked if there will be a new Teen Advisory Board representative. C. Kipp said there will be a new representative at the June meeting and her name is Teanna.

E. Trust fund report

The trust fund report was reviewed. M. Grant noted the checking account was getting high again. M. Grant explained for the new board members how the board has moved money into investments with Raymond James because to get a better return than CDs currently offer. She also explained that the library receives impact fees for new construction and rent from Dane County Title.

W. Maffei asked what the expense of \$3,500 was for. M. Allen said that grants are put into those accounts and withdrawn as they are used. W. Maffei asked to receive an income and expense report every 6 months and for one to review at the July meeting.

F. Buildings & Grounds Committee

N. Knappen first said he could not meet tonight for the Nominating Committee. The Nominating Committee members said they would reschedule the meeting.

N. Knappen said the Building & Grounds Committee did not meet, but M. Allen has received information from Deb Haeffner at SCLS to share with the committee. The next meeting was scheduled for June 8.

The Spring Clean-up has been scheduled for June 3 at 4:00 pm with a rain date of June 4.

G. Board member volunteer experiences

Many board members helped with the book sale.

R. Nelson said that he got a complaint from someone who was upset that the Library Board increased the prices at the book sale. He told the individual that the Library Board did not set the new prices and that it was something the Friends controlled, but he would check to make sure that was the case. Everyone agreed it was the Friends responsibility to set the prices, not the Library Board.

N. Knappen said he received a complaint on the new prices as well at the book sale and the individual ended up not purchasing the books he picked out. He wondered if something should be reported back to the Friends from the Library Board. Discussion followed and it was determined that the decision to set the prices for the book sale was the responsibility of the Friends and it has nothing to do with the Library Board.

H. Friends report

L. Von Asten reported the Friends did not meet.

I. Teen Advisory Board (TAB) report

There was no representative at the meeting and no report was given.

M. Grant said she will not be attending the June meeting. After further discussion on the June meeting, there was a concern that there would not be a quorum. M. Allen said that because the attendance for the June meeting was questionable, she would do an operational plan update in July. It was determined the June 16, 2015 meeting of the Library Board of Trustees would be at 5:00 pm.

V. Adjournment

Motion by R. Nelson to adjourn

Second: J. Ellington

Vote: Motion carried

Meeting adjourned at 6:14 pm.