

February 25, 2014

Westboro Public Library Board Meeting

1. Meeting was called to order at 6:05 PM by Secretary Nancy Wiitala
2. Roll Call – Trustees present Marlene Rymer, Debbie Koehler, Nancy Wiitala and Lori Hanson. Absent was Vice-President Ed Schlosser. Welcome was given to new board member Lori Hanson who was appointed to finish Gene Lucia's term due to his resignation. (term expires May 2016). Also present was Library Director Candice Smith. Visitor Tiffany Koehler arrived at 6:10.
3. Motion to approve order of agenda was made by Rymer. Koehler seconded. Motion carried by voice vote.
4. Motion to approve January 14, 2014 minutes was made by Rymer. Seconded by Koehler. Motion carried by voice vote.
5. Treasurer's report was given. The Board asked that treasurer's report continue in the "Profit & Loss vs. Actual" format and also including the "Check Detail" report. The Board also directed Candice to ask treasurer Julie Scott if there is a report that will show actual balances of accounts. Motion to accept treasurer's report as given was made by Wiitala. Seconded by Hanson. Motion carried by voice vote.
6. Motion to approve payment of bills as presented was made by Hanson. Seconded by Koehler. Motion carried by voice vote.
7. Director's report. Invitation to attend the United Way meeting on March 13 at County Market Boardroom, at which time checks will be given to recipients, including Westboro Library. January circulation was 619, down from January 2013 circulation of 689. There is a WVLS director's retreat scheduled for April 24. Director Smith will have further details at a later date.
8. The annual report, which will be turned into WVLS, was presented and discussed. Motion to accept the annual report as presented was made by Hanson. Seconded by Koehler. Motion carried by voice vote.
9. Director Smith requested time to attend WVLS Webinar "Big Talk for Small Libraries" on February 28. There is no additional cost for the Webinar and she can watch/attend it on the library computer. Motion to allow Director Smith up to 4 paid hours to attend Webinar was made by Wiitala. Second by Hanson. Motion carried by voice vote.
10. Discussion was held regarding amending 2014 budget to include 2013 carry over funds. Board decided that we needed that as a line item on Budget. We will get that number from 2013 and we will have it on the agenda next month.
11. Discussion was held regarding the computers and screens that we had planned to purchase with Plum Creek grant money. Grant money, \$2,125.00, was less than anticipated cost of \$3,596.16. Motion made by Rymer to take additional money of \$1,471.16 from checkbook to pay for computer upgrades. Second by Koehler. Motion carried by voice vote.
12. Discussion was held regarding the need for nominating committee. It was decided that no committee was needed and that we would continue with current Vice-President and Secretary until the May meeting at which time we would nominate and elect new President, Vice-President and Secretary.
13. Discussion was held regarding paying director Smith additional work time for receiving Plum Creek Grant and for purchasing telephone/answering machine. Rymer objected to paying for time spent purchasing phone, adding that she thought that director Smith could have purchased it when she was doing personal shopping. Rymer further questioned why no board members

were notified when Plum Creek presented the grant money so they could have been there also. Wiitala stated that the board had directed Smith to purchase the phone and that while we can hope that employees will do some things on their own time, it should not be expected. Director Smith stated that she did not realize that board members would want to be there for presentation of grant money. Motion to compromise with payment of 1 and half hours of work time for both items was made by Wiitala. Seconded by Hanson. Motion carried by voice vote.

14. Discussion was held regarding potential programs. Director Smith reported that the movie license would begin in April and requested direction as to how we wanted to proceed with movie nights. We will discuss this further at next meeting. Smith also reported that she is looking into other programs. Rymer stated that when she found out summer school program times she would inform Director Smith to aid her with planning summer childrens programs.
15. Public Input. Tiffany Koehler objected to some of Director Smiths past actions regarding treatment of patrons, particular to children, among other things. Tiffany requested disciplinary action be taken towards Director Smith or that she would take legal action. Wiitala stated that type of thing needed to be discussed during closed session and because it was not on the agenda, the board could not address it tonight. Tiffany Koehler left the meeting at 7:05. The board discussed possible meeting with closed session on agenda to discuss accusations. Director Smith asked for direction for closure of library if school was called off the next day due to windchill. She was told that if school was cancelled she should not open library, as has been the acting policy procedure in the past and that if school was just delayed she should open library as normal. Wiitala stated that she was asked if the board would review its policy regarding charges for Faxing.
16. Discussion was held regarding WVLS Trustee Essential Training: Chapter Ten Developing Essential Library Policies. The Board has previously discussed the need to update bylaws. WVLS has a standard bylaw form. The Board directed Director Smith to fill out the standard form with Westboro Library information and bring it to the next meeting for review and possible action. Discussion was also held regarding review of policies.
17. The next monthly meeting was scheduled for March 11, 2014 at 6:00 P.M.
18. Motion to adjourn was made by Koehler. Seconded by Rymer. Motion carried by voice vote. Meeting was adjourned at 7:50 P.M.

Submitted by secretary Nancy Wiitala