

Westboro Public Library Board Meeting

October 14, 2014 - Minutes

- 1). Meeting called to order at 6:05 PM by President Nancy Wiitala.
 - 2). Roll Call – Trustees present – Nancy Wiitala, Lori Hanson, Lori Dums. Trustees Absent were Ed Schlosser and Shanna Berger. Library Director Candice Smith was present.
 - Westboro Town Clerk and Library Treasurer Rebecca Zuleger joined at approximately 7:10.
 - 3). Motion to approve order of Agenda made by Hanson, 2nd by Dums. Motion carried.
 - 4.) September and October meeting minutes will be approved at the upcoming November meeting.
 - 5). Motion to accept Treasurer's report as given was made by Hanson, 2nd by Dums. Motion carried.
 - 6). Motion to pay bills as submitted was made by Dums, 2nd by Wiitala. Motion carried.
 - 7). Director's Report: Circulation for September 2014 was 826, up from 743 in 2013. 345 total patrons. Director Smith reported the preschool program has begun with a total of 20 participants in the first 3 sessions. Taylor County Directors Workshop took place with the topics of discussion focusing on programs in the libraries and community involvement. WVLS meeting content – Chris Adams discussed politics and small libraries. Director Smith reported receiving a letter from Mead Witter Library Grant Program – 1 time special grant of \$5,000. She also reported receiving a \$50.00 donation from Westboro Pride Committee to be used towards Family Night. Popcorn machine has been purchased.
 - 8). Discuss and Act on Family Night. Family Night with a Halloween theme has been set for Friday, October 24th. The Family Night Agenda was set as follows:
 - 5:30pm – 9:00pm.
 - Includes Hot dogs, games and a movie.
 - Parental guidelines – 12 yrs. and under would need to be accompanied by an adult.
- Wiitala to purchase food and drink items on behalf of the library.
- 9.) Discuss Budget: Wiitala reported that the Town has proposed to leave the library budget at \$28,000. Taylor County has been has proposed a cut to the Westboro Library budget from \$12,036.37 to \$10,000. Next Taylor County budget meeting is scheduled

for October 29th. Budget corrections were discussed and clarified by library treasurer Rebecca Zuleger.

10.) Discuss and Act on Holidays: Discussion on Thanksgiving Holiday Hours: Closed Thursday, November 27th and Saturday, November 29th. Christmas Holiday Hours: Closed Wednesday, December 24th and Thursday, December 25th. New Year's Hours: Closed Wednesday, December 31st and Thursday, January 1st.

11.) Public Input: Discussion on replacing our current Taylor County Library Representative. Director Smith noted there is a Westboro Library sign that could be put up either on the building or on posts in the ground on the south side of the building to make the library more noticeable.

12). Trustee Essentials: Chapter 5 – Hiring a Library Director and Chapter 6 – Evaluating the Director. Discussion took place on hiring our current library director and the current process of evaluating our current library director. Evaluation templates will be sent to library board members to review/use for Director Smith's upcoming evaluation.

12). The next regular meeting was set for November 11th, 2014.

13). Motion to adjourn was made by Hanson, 2nd by Dums. Motion carried. Meeting adjourned at 7:46 PM.

Submitted by Secretary Lori Hanson