

## Westboro Public Library Board Meeting

June 10, 2014 Minutes

- 1). Meeting called to order at 6:08 PM by President Nancy Wiitala.
- 2). Roll Call – Trustees present – Nancy Wiitala, Shanna Berger, Lori Hanson, Lori Dums. Library Director Candice Smith was present. Absent was Ed Schlosser.
- 3). Motion to approve order of Agenda made by Berger, 2<sup>nd</sup> by Dums. Motion carried.
- 4). Motion to approve May 13 minutes was made by Hanson, 2<sup>nd</sup> by Berger. Motion carried.
- 5). Motion to accept Treasurer’s report as given was made by Berger, 2<sup>nd</sup> by Hanson. Motion carried.
- 6). Motion to pay bills as submitted was made by Dums, 2<sup>nd</sup> by Berger. Motion carried.
- 7). Director’s Report: Circulation for May was 649 (down from April and down from May ’13 at 743). Director Smith gave a report on the WIN meeting. She reported that “Loan Rules” between the libraries within our area were discussed. 2015 fees will be slightly higher. 2016 fees will be set. Director reported there will be a meeting in August to make a decision and will be voted on. Director Smith also reported the Art Program is stopped and the Summer Program “Fizz – Boom – Read has begun. There will be 3 Tuesdays to participate in the program – June 10<sup>th</sup>, 17<sup>th</sup> and 24<sup>th</sup>. She suggested a Pizza/Movie day/night in July. Director Smith reported there is an upcoming “WVLS - 2014 Technology Workshop” to be held at the Merrill Library on June 25<sup>th</sup> from 9:30 AM to 12:30 PM. Workshop focuses on how to market libraries through technology. She commented that workshops should be added to the meeting agenda to discuss and act upon.
- 8). Discussion was held on Bylaws. Amended – Article VIII – Section 2 – remove ‘Financial’ reference. Motion was made by Berger to accept the Bylaws as amended, 2<sup>nd</sup> by Dums. Motion carried.
- 9). Discussion on Policy Development. Motion was made to accept the Collection Development Policy as presented by Hanson, 2<sup>nd</sup> by Wiitala. Motion carried.
- 10). Discussion on disposing of old computers: options pending.
- 11). Discussion was held and all Trustees present agreed on Trustee Orientation to take place during the July 8<sup>th</sup> meeting after public input.

12). Discussion was held and agreed on that Town Clerk – Rebecca Zuleger will remain Library Treasurer.

13). Discussion was held on 2015 Budget. It was agreed that no changes would be made to the 2015 Budget.

14). Public Input: Discussion on possible dates the library will be closed. Director Smith asked for direction after reporting that both the Director and Assistant will be unavailable June 28<sup>th</sup>. Also noted is July 4<sup>th</sup> holiday is on a Friday, should the library be closed on Saturday, July 5<sup>th</sup>. Discussion regarding finding a substitute to fill in if both Director and Assistant are unavailable. Discussion was started by Wiitala regarding the Wild, Wild Westboro Days and the possibility of the library staying open until 3:00 PM. Discussion was held regarding the library doing a Fundraiser/Open House. Possible suggestions were to rent a Cotton Candy machine or Popcorn Maker. Wiitala to check with contacts.

15). Discussion was held regarding the WVLS Trustee Essentials Chapter 2 – Who Runs the Library? Focus was on Responsibilities of the Library Board and Responsibilities of the Library Director. As discussed earlier in the meeting - Hiring a substitute was mentioned as part of the Directors responsibilities.

16). The next regular meeting was set for July 8<sup>th</sup>, 2014 at 6:00 PM.

17). Motion to adjourn was made by Berger, 2<sup>nd</sup> by Dums. Motion carried. Meeting adjourned at 7:28 PM.

Submitted by Secretary Lori Hanson.