

Westboro Public Library Board Meeting

August 12, 2014 - Minutes

- 1). Meeting called to order at 6:05 PM by President Nancy Wiitala.
- 2). Roll Call – Trustees present – Nancy Wiitala, Shanna Berger, Lori Hanson, Lori Dums. Ed Schlosser was absent. Library Director Candice Smith was present.
- 3). Motion to approve order of Agenda made by Hanson, 2nd by Berger. Motion carried.
- 4). Motion to approve July 8 meeting minutes was made by Berger, 2nd by Dums. Motion carried.
- 5). Motion to accept Treasurer's report as given was made by Hanson, 2nd by Wiitala. Motion carried.
- 6). Motion to pay bills as submitted was made by Berger, 2nd by Wiitala. Motion carried.
- 7). Director's Report: Circulation for July 2014 was 986 (up from June and down from July 2013 at 1100). Director Smith reported results from VCAT meeting. Merger for the WIN program was voted down. Not enough statistics provided to determine outcome. Aug. 26th next scheduled meeting – Listening session to determine next steps. She also reported that the 2015 Technology Expenses will increase. A copy of the 2013 System and Statistics Info is available in the library. Director Smith reported that the statistics for cross-county reimbursement were reported at the Taylor County Library Meeting on July 29th. Next Taylor County Library Meeting will be held November 17th, Director Smith and President Nancy Wiitala will attend. Director Smith also reported the 2013 eBook usage was at 66 people. There is no credit for circulation or no financing for eBooks. She also reported that the Mad Scientist program and Smokey the Bear visit went very well. A discussion on creating a Library Monthly calendar of events and posting it on the Town web page, FB and flyers printed for patrons.
- 8). Discussion on Training and workshops: Upcoming Director's retreat was mentioned and an Excel Class. In addition, 2 required classes towards Library Certification coming up 1 in Sept. – Dec. and 1 in spring. Monies available for the training are in the budget. Motion was made by Berger to allow Director Smith to attend the required training, 2nd by Dums. Motion carried.
- 9). Discussion on old Computers: Discussion on disposal of computers took place.
- 10). Discussion on AWE Learning Center – Early Literacy Station for children 3rd grade and under. The AWE program provides an opportunity for young children to learn independently. Does not allow them access the internet.

11). Discuss and Act on Westboro Sanitation District using the Library Office. A motion was made by Wiitala to allow the Westboro Sanitation District to use the Library office, 2nd by Dums. All in favor of the motion – 0. All opposed – 4. Motion denied.

12). Discussion on Library Hours for the upcoming school year. 2014-15 School year hours will be set as follows:

- Tuesday – 11am – 7pm
- Wednesday – 11am – 5pm
- Thursday – 11am – 7pm
- Saturday – 9am – 12pm

Motion was made by Berger to set the School year Library Hours as noted, 2nd by Dums. Motion carried.

13). Discussion on support staff hours to allow Director Smith to complete necessary reports and other library related activities. It was discussed to allow up to 20 hours per month for support staff beginning in September. Motion was made by Wiitala to allow up to 20 hours per month for support staff, 2nd by Hanson. Motion carried.

14). Discussion on hiring a substitute to take over library activities while the Director and Assistant are absent. Director Smith has 2 possible candidates. Motion was made by Berger to allow Director Smith to hire a substitute, 2nd by Wiitala. Motion carried.

15). Discussion on Library Director's classes. Classes will be allowed as noted above. Reference 8). Discussion on Director's training and workshops.

16). Report and recap on Fund Raiser from WWWD. Wiitala reported that \$174 was raised from Popcorn/Cotton Candy/Soda/Water sales and bench donation, \$30 from the Raffle.

17). Public Input – Soda can check presented to Director Smith by Hanson. Director Smith to check into whether the online Webinars are recorded.

18). Trustee Essential #3 Bylaws – Organizing the Board for Effective Action – Completed in previous meetings with the adoption of the new Bylaws.

19). The next regular meeting was set for September 9th @ 6:00PM.

15). Motion to adjourn was made by Hanson, 2nd by Dums. Motion Carried. Meeting adjourned @ 7:32PM.

Submitted by Secretary Lori Hanson.

