Westboro Public Library Board Meeting

March 10, 2015 - Minutes

- 1). Meeting called to order at 6:10pm by President Nancy Wiitala.
- 2). Roll Call Trustees present Nancy Wiitala, Lori Hanson, Lori Dums and Laura Jacobson and Shanna Berger. Library Director Candice Smith was present.
- 3). Motion to approve order of Agenda made by Berger, 2nd by Dums. Motion carried.
- 4). Motion to approve the February meeting minutes made by Jacobson, 2nd by Wiitala. Motion carried.
- 5). Treasurer's report: No action taken. Tabled for further discussion and explanation. Candice will meet with Town Clerk Rebecca Zuleger.
- 6). Motion to pay bills as submitted was made by Berger, 2nd by Jacobson. Motion carried.
- 7). Director's Report: Circulation for February 2015 was 884, up from 546 in February 2014. Director Smith reported the Children's books, DVD's, Adult Books/Periodicals have been popular. Preschool Art doing well and attendance has been fantastic. Director reported that Tuesday, March 31st @ 6:30pm an Introduction to Crafts is planned. Cost and Demo presented at the Introduction. Some of the crafts include Wet Felting, Machine Quilting, Knitting, and Card Making. Director noted that Library week will be April 12th 18th. Also noted a Children's movie Matinee to include DVD's That would be acceptable to young ages.
- 8). Discuss and act on Workshop. Upcoming workshop at the Marathon Library Z3950 Training currently items are entered into the WVLS system manually and the training provides methods to shorten the process. Both Aaron and Director Smith would attend each on a different day. Director Smith recommended an online Webinar Responding to a Budget Crisis available on the United for Libraries website. Webinar is Free and can be viewed online after April 1st. A motion was made to allow Aaron and Director Smith to attend the upcoming workshop by Wiitala, 2nd by Berger. Motion carried.
- 9). Discuss and Act on Budget. No action taken. Tabled for futher discussion.
- 10). Discuss and act on Employee Raise. Director Smith reported that Aaron Stibbe Library Assistant was hired in November 2014 and was due for a 90 day increase. Motion was made by Berger to increase Aaron Stibbe's hourly wage to \$8.50 per hour effective April 1, 2015, 2nd by Jacobson. Motion carried.

- 11). Library long-range plan and technology plan reviewed and revised if necessary. Brief discussion on technology. Director Smith updated the board on status of current computers. 5 yr. warranty in place. Only one year in to the 5 yr. warranty. Discussion on possibly purchasing a new printer/scanner due to compatibility issues when trying to download software to update the current computers to work with the current printer.
- 12). Discuss budgetary implications of plan activities that are scheduled for next year. Director Smith noted the following items:
 - Introduction to Crafts March 31st, 2015 @ 6:30pm
 - 5-6 weeks Craft night Other libraries practice last person out locks up.
 - Children's program WVLS provides \$280 towards funding for entertainment .
 - Adult Program \$500 Range 1 hour speaker
 - Will look into local author/speaker.
- 13). Discuss Fundraisers. Brief discussions on participating in the Town Garage Sale. Setting up a table and accepting donations. Wild Westboro Day End of July Wiitala reported not sure if it is going to take place this year. 5K Walk/Run During Wild Westboro Day or be held as a separate event. Paint and Wine Night. To be decided.
- 14). Public Input. Wiitala reported on attending the United Way banquet. Approximately 16 organizations attended the dinner. She reported that the Westboro Library received a \$1,000 donation from United Way of Taylor County. Also noted is the 1st Annual Casino Night April 18th, 2015 at the Simek Center. Information posted at the Library and Post Office in Westboro. Berger noted that many comments/concerns from the town regarding losing the library.
- 15). WVLS Trustee Essentials Chapter 10 Developing Essential Library Policies. Director Smith provided information for the new board trustee. Chapter 11 will be discussed at the next meeting.
- 16). The next regular meeting was set for April 14, 2015 @ 6:00pm.
- 17). Motion to adjourn was made by Berger, 2nd by Dums. Motion carried. Meeting adjourned at 7:25pm.

Submitted by Secretary Lori Hanson