

## **Minutes of the Meeting of the Kimberly-Little Chute Public Library Board**

December 3, 2009

The meeting was called to order at 6:05 p.m. by President Moes at the Gerard H. Van Hoof Library in Little Chute.

PRESENT: Sarah Dollevoet, Margi Fuller, Jason Leicht, Jim Moes, Judy Stangel, Marcia Trentlage, Cyndi Vander Pas.

EXCUSED: Rose Vander Velden.

OTHERS PRESENT: Beth Carpenter, Jill Hasseler.

Trentlage moved, seconded by Stangel, to approve the minutes of the October 8, 2009 meeting. Motion carried. Fuller moved, seconded by Vander Pas, to approve the invoices for October 2009. Motion carried. The October financial and statistics reports were discussed.

### **DIRECTOR'S REPORT**

Carpenter attended several training opportunities over the past couple of months, including: a customer service workshop hosted by OWLS (3 other staff members also attended); 2 webinars offered by the library's AV vendor, Midwest Tape on setting up standing orders, using their new shopping carts, and setting up access from their web site to our online catalog so that InfoSoup can be checked before ordering materials; a webinar from NFLS on dealing with stress; a webinar on fundraising and grant writing sponsored by the Alliance Library System; acquisitions module training at OWLS. Carpenter also attended the Wisconsin Library Association (WLA) annual conference in Appleton and presented 3 sessions on emerging technologies, Web 2.0 and 'casting (podcasting, vodcasting, and screencasting) projects. She was also awarded a Media & Technology Section Webbies Award for a collaborative project called Project Play. Carpenter was also invited to make a presentation on social tools and technology at a staff meeting for the Appleton Public Library that took place in November.

Staff meetings took place in October and November and have covered a variety of topics, including the budget, staff survey results, alarm training in Kimberly, and other issues that have come up on the staff blog. Vandenberg will be retiring sometime near the end of February – a specific date is pending. Fletcher and Clark have been working on reclassifying the CD collection and are making great progress. CDs are now arranged in genre groups rather than by accession number. Carpenter is continuing work on assigning staff volunteers sections of the collections for development and weeding. Training will be held in early 2010 to get everyone off on the right foot. Carpenter is planning a training series for 2010 staff meetings to address ongoing training needed in reference and online tools.

The FOLKS 3<sup>rd</sup> Thursday program – Relax, Enjoy, Indulge – took place on October 15<sup>th</sup> and had great attendance. The speaker and topic were well-received. Carpenter will be ordering signs for the AED units that were donated in Little Chute. Support will be sought from FOLKS for programming costs for Community Reads, Fox Cities Book Festival, and summer library program.

No new reports for Community Reads or Fox Cities Book Festival. Carpenter continues to attend monthly Book Festival meetings and is working on their web site as time permits.

The library participated in a promotion called Wisconsin Libraries Say Cheese sponsored by the Campaign for Wisconsin Libraries in November. Pictures were taken of people using the library on November 4th and posted on the library's new Flickr account and Facebook page. See the library web site for the results. Signed permission forms are on file from people in the photos, so the photos may be used for promotional purposes by the library. A Facebook page has been created and is used to promote programming, new materials, and other information related to the library and its services.

Challenges were discussed. Carpenter sees a need for preparation for the 2011 budget process to start much earlier next year. There are not enough computers available at certain times of the day. There is a need for computers in the teen areas to help alleviate congestion after school – this is mainly a problem in Little Chute. Carpenter is working with youth at Little Chute to come up with a way to make the Wii available to them after school. It is difficult to start new programs like this with only one overextended full-time staff person and part-time staff already short staffed during after school and evening hours. The web site redesign and planning process have had to be placed on hold due to other, more pressing issues.

At 6:45 p.m. Leicht requested that the review of the joint library agreement listed under New Business be moved up on the agenda, as he had to leave the meeting early. There were no objections.

The joint library agreement was discussed. Carpenter mentioned that the officers listed in the agreement don't match what is reflected in the board bylaws. Trentlage asked about terms for current board members. Carpenter will contact the village offices to obtain this information. Moes mentioned two items dictated in Chapter 43 of the Wisconsin Statutes that are not addressed in the joint library agreement. The first concerns 43.53(2): "... a procedure for adjusting the membership of the board to ensure that it remains representative of the populations of the participating municipalities, as show by the most recent federal census." The second concerns 43.53(2)(b): "Include a procedure for the distribution of a joint library's assets and liabilities if the joint library is dissolved." Leicht expressed concerns about the distribution of services and materials based on the monetary contribution of each village. Discussion followed.

Leicht left the meeting at 7:00 p.m.

Discussion regarding the distribution of services and materials continued. The joint library agreement will be discussed at the Little Chute Village Board meeting on Wednesday, December 9, 2009. Moes and Carpenter will attend to represent the library.

#### YOUTH SERVICES REPORT

Hasseler reported that the Fall storytime session had completed. No registration required continues to be successful. A survey was distributed to parents and was available on the web site. The results are being used to help plan the next storytime sessions starting in late January or early February. Planning for the next session is underway.

Several programs took place in October and November, including Rhythm 'N Motion with The Little Gym which was very popular with about 97 attendees. Game Night in October was not as successful as it was

this summer, but we'll be trying again soon. Hasseler made a school visit to a 2<sup>nd</sup> grade class to read stories and record a podcast. A scout visit took place in Kimberly. Upcoming programs include a Holiday Open House on December 8<sup>th</sup>, an author visit on December 15<sup>th</sup>, and another visit from The Little Gym on December 30<sup>th</sup>.

Hasseler and Tomasovic attended Babygarten training in Waupaca and are very interested in starting a similar program at the library if time allows. They also attended the WLA conference in Appleton in October and found the programs and networking opportunities extremely helpful.

#### OLD BUSINESS

Carpenter reported on purchases made with donation funds. New AV including DVDs, CDs, Playaways, and Wii games have arrived and are being added to the collections.

#### NEW BUSINESS

Carpenter presented a new meeting room policy for the board's consideration. The policy and issues it needed to address were discussed. Trentlage moved, seconded by Dollevoet to approve the new meeting room policy. Motion passed.

Discussion of the staff survey results were tabled for the next meeting, as Carpenter wanted to have all board member surveys returned before staff results were shared.

On February 23, 2010, OWLS will be upgrading the Millennium server. The library will close for the day to hold staff inservice training.

Fuller moved, seconded by Vander Pas, to adjourn the meeting at 7:45 p.m. Motion carried.

Respectfully submitted,

Beth A. Carpenter  
Recording Secretary