

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

February 25, 2010

The meeting was called to order at 6:02 p.m. by President Moes at the Gerard H. Van Hoof Library in Little Chute.

PRESENT: Jason Leicht, Jim Moes, Judy Stangel, Marcia Trentlage, Cyndi Vander Pas, Rose Vander Velden.

EXCUSED: Sarah Dollevoet.

OTHERS PRESENT: Beth Carpenter, Jill Hasseler.

Trentlage moved, seconded by Vander Velden, to approve the minutes of the January 28, 2010 meeting. Motion carried. Vander Pas moved, seconded by Leicht, to approve the minutes of the February 11, 2010 meeting. Motion carried. Stangel moved, seconded by Trentlage, to approve the invoices for December 2009. Motion carried. Vander Pas moved, seconded by Stangel, to approve the invoices for January 2010. Motion carried. The December 2009 and January 2010 financial reports and the January 2010 statistics report were discussed.

DIRECTOR'S REPORT

Karen Vandenberg's last day was February 18th. Staff have been scheduled to cover critical hours left by her retirement. Kathy Tomasovic has resigned as youth librarian. Her last day will be March 19, 2010. The library was closed on Tuesday, February 23, 2010 for staff in-service training and because the Millennium/InfoSoup server at OWLS was being upgraded. The staff in-service went well and addressed a variety of topics, including: discussion of the staffing plan; recent policy changes; billing procedures; staff ID badges; Google tools training; small group discussions regarding green practices, library aesthetics, 'casting projects, and staff morale & wellness.

The FOLKS 3rd Thursday program, "Naked Stories – Dressed Up," presented by The Unpolished Gems took place February 18th and was a great success. The program was very well received and attended by over 50 people.

Fox Cities Reads is underway. Corinne Herro will be leading discussions of this year's book on Saturday, March 13th at 9 a.m. at the Great Lakes Chocolate & Coffee Company in Kimberly and on Monday, March 22nd at 6:30 p.m. at the Little Chute Library. The Fox Cities Book Festival is fast approaching. Carpenter redesigned the Festival website which is now live at <http://www.foxcitiesbookfestival.org/>.

OWLS is hosting a workshop for trustees on March 15th in partnership with the Winnefox Library System. Trustees are encouraged to attend. The government has approved an ARRA grant to bring fiber to public libraries. The Board approved participation in this program last Fall, so the library will benefit from this grant which should increase bandwidth from 1.5 or 3.0 mbps to 20 mbps. More details to come.

Carpenter has been discussing current recovery of materials practices with the police department and will continue to investigate options and procedures based on those discussions. The current program is very effective, and Carpenter hopes it will continue.

YOUTH SERVICES REPORT

Hasseler reported that storytime is in session and going well. Progress is being made on summer library program planning. A Girl Scout group will be presenting a storytime at the library (date pending) as a badge project. They will be doing everything from start to finish, and Hasseler is working with them to ensure a great experience for all.

OLD BUSINESS

Carpenter reported that she met with Rick Hermus and Chuck Kell on Friday, February 19th to discuss the Board's recommendation regarding staffing levels and open hours. The discussion went well. She also reported Lori Van Dyke decided to step down from her position as supervisor and will stay on as non-supervisory staff, as she didn't want the extra hours the new staffing plan would bring. Carpenter has recruited an existing staff member, Judy Clark, to step into the open supervisor position left by Van Dyke. The changes in staffing will result in an approximate deficit of \$390 in 2010, which should be able to be covered with existing hours listed in payroll. The approximate deficit in 2011 will be \$846, which will be paid for from an existing line item in the library budget. Discussion followed. Trentlage moved, seconded by Stangel to approve the staffing and open hours plan as presented. Aye: Leicht, Stangel, Trentlage, Vander Pas, Vander Velden. Nay: Moes. Motion carried.

Carpenter asked questions regarding the approval of job descriptions and the hiring process for a youth librarian, as well as an appropriate timeline for staffing changes and open hour implementation. Leicht moved, seconded by Vander Velden, that the Director use her discretion to implement the changes and start the hiring process. Motion carried.

Margi Fuller entered the meeting at 6:32 p.m.

Amendments covering grammatical fixes to recently approved policies (Safe Child Policy, Rules of Conduct, Security Policy) were presented. Discussion followed. Stangel reported hearing a complaint from a parent about the Safe Child Policy being too restrictive. Carpenter reported positive response from parents she had contacted about the policy and that no complaints had come forward at this time. Concern was expressed that the age of responsible adult at 16 years might be too high, as the legal babysitting age is 12. A decision was made to give the policies more time and to re-examine them in June to see how things are going. Fuller moved, seconded by Vander Velden to approve the policies as amended. Motion carried.

NEW BUSINESS

Carpenter presented the 2009 Annual Report and highlighted changes from the previous year. Stangel moved, seconded by Vander Pas, to approve the annual report as presented. Motion carried.

Moes requested that "items for future agendas" be added under "New Business" on meeting agendas, so that Board members could request items for inclusion at the next meeting. Those present agreed. Carpenter will include the item on future agendas.

Leicht moved, seconded by Trentlage, to adjourn the meeting at 6:48 p.m. Motion carried.

Respectfully submitted,

Beth A. Carpenter
Recording Secretary