

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

July 20, 2010

The meeting was called to order at 4:30 p.m. by President Moes at the James J. Siebers Memorial Library in Kimberly.

PRESENT: Margi Fuller, Jim Hietpas, Jim Moes, Marcia Trentlage, Cyndi Vander Pas, Rose Vander Velden.

EXCUSED: Sarah Dollevoet.

OTHERS PRESENT: Beth Carpenter, Barbara Fleming, Ann Hardginski.

Trentlage moved, seconded by Vander Velden, to approve the minutes of the June 15, 2010 meeting. Motion carried. Fuller moved, seconded by Hietpas, to approve the invoices for June, 2010. Motion carried. Judy Stangel entered the meeting at 4:32 p.m. The June 2010 financial and statistics reports were discussed.

DIRECTOR'S REPORT

Carpenter reported an incident that took place on June 30th at the Little Chute Library in which an elderly patron fell outside the library while using a walker to get to her car. A library staff member was carrying the woman's books for her and witnessed the event. An incident report was filed with the Village of Little Chute. The patron is reportedly fine and thanked staff for their support. Carpenter commended staff, in particular Pat Verbruggen, for handling the situation with compassion and professionalism.

Ongoing training has been taking place for Carpenter, new staff, and staff being added to existing tasks, including Millennium circulation training and a session on how to add items to InfoSoup. A supervisors meeting was held in June to discuss staff issues. Supervisors will be working on a plan for staff performance evaluations. Carpenter attended a Library Information Technology Advisory Committee (LITAC) meeting in Madison in June. She will be presenting a session on mobile devices at the Fall Wisconsin Library Association (WLA) conference with a LITAC colleague. Carpenter also attended 2 sessions of the American Library Association's (ALA) virtual conference, which was hosted online at OWLS.

Carpenter reported on highlights from the Administrative Advisory Committee (AAC) meeting that was held at OWLS on July 16. Waupaca will be hosting a Book Festival on October 1st and 2nd – Board members were encouraged to attend. Wireless and SAM statistics have been fixed and will be correct from here on out. Ecommerce is coming to InfoSoup soon, so patrons will be able to pay fines and bills online via their account. All fees paid online will be paid to the "owning" library, which is a change from fines paid in person. This change may affect the library's fines revenue.

Kimberly's computers were updated June 24 and 25 with the same updates put in place at the Little Chute Library earlier that month. Carpenter has ordered replacement computers based on needs for the year and hopes to have those installed in early Fall. The laptops at the Little Chute Library are ready to circulate. Policies will be discussed later in the agenda. Carpenter is waiting for a quote for 2 laptops for Kimberly. Tables have been ordered for the Kimberly public computers to solve the dangling cord safety issue. Spine label printers are being installed on July 28th which should simplify part of the processing of materials a great deal. Broadband at both locations has been doubled thanks to a grant via OWLS. The ARRA fiber optic grant isn't likely to happen until next year, as site visits need to be made for all participating libraries.

Carpenter has been meeting with Barbara Fleming, President of the Friends of the Kimberly-Little Chute Public Library (FOLKS), to establish a good working relationship and clear expectations for interaction between FOLKS and the library. Fleming was present and expressed interest in attending future Board meetings. She was encouraged to attend. FOLKS will be walking in the Village of Kimberly Centennial Parade. Carpenter handed out information about the parade and invited Board members to join FOLKS in showing support for the library. Pencils purchased by FOLKS to be handed out during the parade were shown. The next FOLKS meeting will take place on Friday, August 6th at 9 a.m.

Carpenter continues to attend meetings of the Fox Cities Book Festival as a member of the board. She will continue to serve as webmaster for the Festival in the coming year. Carpenter also attended a Centennial Committee meeting in Kimberly. The Centennial Trivia Contest sponsored by FOLKS will end Friday, July 23rd. Entries are coming in and prize winners will be drawn on Monday, July 26th. Carpenter shared a handout regarding the Centennial Memory Project blog (<http://centennialmemoryproject.wordpress.com/>) on which historical photos are being posted. Community members can add their own comments, thoughts, and recollections to the photos posted as a way to share our collective history in celebration of the Centennial. The Times-Villager has asked for permission to highlight some of the photos in the paper periodically. Jason Weber, author of the Kimberly Centennial book, will be making 2 presentations for the public at the Kimberly Library in August on the 12th and 27th.

Several OWLS member libraries will be working together on an LSTA grant application for automatic doors. Carpenter will be participating in hopes of getting an automatic door installed at the entrance to each library location.

In addition to bi-weekly and monthly department meetings for both villages, Carpenter has been attending Village Board meetings once a month. At the July meetings, Carpenter shared information regarding why summer library programs are so important and how essential our public computers are to the people who need them for employment and distance education. A handout of her presentation was shared with the board.

Carpenter mentioned that it is time to begin planning for the 2011 budget. The August meeting date may need to be changed to accommodate getting the budget approved by the Library Board before it is due to the Village Administrators. Carpenter will contact Board members to set a date as soon as she receives instructions from the Kimberly Administrator regarding due dates and directives. Carpenter shared a handout, "Examination of Staffing Levels – Round 2," to illustrate inadequacies with current staffing levels.

YOUTH SERVICES REPORT

Hardginski reported that the summer library program ends on Friday, July 23rd. 202 adults, 899 children, and 297 teens participated in the program this year, for a total of 1398 participants. Grand prizes will be drawn soon. Hardginski reported on some of the recent programs held, including the SKI Concert, Nature Lover's Story Time, a showing of "The Lightning Thief," and spontaneous story times. Wii Play is attracting children and teens to the Little Chute Library every Tuesday and Thursday mornings.

Hardginski also shared plans for providing Family Movie Nights, beginning with a showing of "The Diary of a Wimpy Kid" on August 10th. Future movies will include "How to Train Your Dragon" and "Disney's A Christmas Carol." Story times will begin in September, and baby story times will be added in October. Other special events coming this Fall will include a "Talk Like a Pirate" party, Teen Reads Week activities, a Diary of a Wimpy Kid Book 5 party, and activities for school breaks and early release days.

Examples of items being weeded from the youth collections were shared to show the age and poor condition of much of the collections, particularly in Kimberly. Classics are in poor repair and replacement is difficult with the budget available. Carpenter commented on how difficult it is to replace standards and classics that the library really should have and still be able to keep up with current titles that are in high demand. Hardginski has started a "wish list" for titles she would like to see replaced.

Moes left the meeting at 5:10 p.m. Trentlage assumed position of President pro-tem.

OLD BUSINESS

Carpenter presented an updated copy of the Board's bylaws based on a motion made at the last meeting to eliminate the office of Secretary. Carpenter reminded the Board that issues brought up last winter have still yet to be resolved. Wisconsin State Statutes require that the membership of the Library Board be representative of the populations of the participating municipalities, and that the bylaws include a procedure for the distribution of a joint library's assets and liabilities if the joint library is dissolved. Moes was going to meet with Little Chute Village President Fischer to address these issues, but Carpenter was unsure if that meeting ever took place. Carpenter also noted that the Joint Library Agreement needs to reflect the above points and that the Board's bylaws do not match the officers dictated by the Joint Library Agreement. The bylaws and the Joint Library Agreement should be in line with each other, and both should reflect agreement with the Statutes. Vander Pas also noted that the language regarding board member terms in Article II, Section 3 of the bylaws does not adequately reflect school representative participation on the board. Vander Pas moved, seconded by Stangel, to table approval of the bylaws update until additional progress is made regarding the Statutes and the Joint Library Agreement. Motion carried.

NEW BUSINESS

Carpenter asked if the Board performs an annual performance evaluation of the Library Director. Those present noted that they had not in the past. Carpenter stated that, if an annual review would not be done, she hoped the Board would provide feedback at any time, good or bad, so that an accurate assessment of progress and performance would be evident.

The positions of Library Director, Youth Services Librarian, and Youth Services Assistant typically receive a mid-year salary increase that is budgeted for in the annual budget for the library. Carpenter and Hasseler would be eligible for an increase at this time. Hardginski would not, as she is currently in her probationary period as a new hire. Carpenter reported that at a meeting with department managers in June, Village Administrator Rick Hermus reported that the Village Board had recommended that no mid-year increases be awarded, unless in the case of new hires with salaries below the mid-point of their salary range. Discussion followed. Carpenter, Fleming, and Hardginski left the meeting at 5:35 p.m. More discussion followed. Fuller moved, seconded by Vander Pas, to award Carpenter a \$500 salary increase. Ayes: Fuller, Hietpas, Stangel, Trentlage, Vander Pas. Nays: 0. Abstained: Vander Velden. Motion carried. Carpenter and Fleming returned to the meeting at 5:50 p.m. A mid-year increase will not be awarded to Hasseler in light of her longevity of service and recent reorganization of staff positions in the youth department.

Hietpas left the meeting at 5:55 p.m.

Stangel requested that item f on the agenda, Memorandum of Understanding Between FOLKS and the Library, be moved up on the agenda. Those present agreed. Carpenter presented two documents, A Memorandum of Understanding Between FOLKS and the Library and Model Friends' Cooperative Network. The second item was information for the Board which was found as Carpenter researched how to establish a good working

relationship between Friends' groups and libraries. Her research was the result of discussions with Barbara Fleming, current President of FOLKS. Carpenter asked the Board to approve the Memorandum, which would also be presented to the FOLKS Board at their next meeting in August, as a way for both groups to commit to and define a healthy working relationship. Stangel moved, seconded by Vander Pas, to adopt the Memorandum of Understanding Between FOLKS and the Library. Motion carried.

Fuller moved, seconded by Stangel, to postpone discussions of the Laptop Lending Policy, Internet Use Policy, and Wireless Use Policy until the next meeting. Motion carried.

The no additional items were offered for the agenda for the August meeting of the Library Board.

Vander Pas moved, seconded by Vander Velden, to adjourn the meeting at 6:03 p.m. Motion carried.

Respectfully submitted,

Beth A. Carpenter
Recording Secretary