

April Minutes of the Slinger Community Library Board
Monday, April 8, 2019

The meeting of Slinger Community Library Board of Trustees of the Village of Slinger was called to order by Library Board President Cheryl Korinek at 220 Slinger Road, Slinger, WI at 4:30pm on Monday, April 8, 2019 in accordance with Notice of Meeting delivered to members on April 5, 2019.

Roll Call and Confirmation of Open Meetings Law:

	<u>Present</u>	<u>Absent</u>
Cheryl Korinek	X	
Linda Brandt	X	
Vicky Farr	X	
Holly Koerner	X	
Beth Lighthizer	X	
Donna Moldenhauer	X	
Marlyss Thiel		X
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Also present:

Leslie Schultz, Library Director
Jessi Balcom, Village Administrator
Margaret Wilber, Village Treasurer

I. Public Appearance – Open for Public Comment

There were no public comments

II. Consideration and possible action regarding the minutes of the March 11, 2019 meeting.

Motion by Brandt/Farr to accept minutes as presented. Motion carried.

III. Consideration and possible action regarding vouchers March 8, 2019-April, 5 2019

Motion by Brandt/Moldenhauer to accept vouchers as presented. Motion carried.

IV. Old Business

A. Review and Action

i. Patty and Leslie are currently interviewing for the Children’s Department Assistant position. They have two more interviews and make decision Wednesday, April 10th. Melissa was moved to a Circulation Clerk and given more responsibilities. The van deliver will be moved to the afternoons and staff at that time will perform that duty. Due to that transition we are not going to fill Doug’s position and have asked other staff to take on more hours.

B. Library staff researched three copier companies. We chose Office Copying Equipment to Purchase the Sharp Advanced Series MX-3071 for purchase price of \$4,842.00. Plan includes monthly maintenance fee and toners. We have to pay cost of black and white and color copies. OCE will waive \$95 set up fee, take old copier away, and give us first 5000 copies for free.

Motion by Brandt/Lighthizer to purchase Sharp MX-3071. Motion carried.

C. Library Worker Day is tomorrow. Library Board members all brought items to feed staff and a card was going around to be signed.

D. The Leadership Team (Leslie, Patty, Nancy, and Lindy) will be reviewing the Circulation and Community Room policies for the next Library Board meeting in May.

V. New Business

- A. Library would like to spend \$540 to have Charity Advantage host or new library website for three years, about \$15.00 a month. Lindy is currently designing and we have a 30 day free trial. The Board would like to see the website at the next Library Board meeting in May.
Motion by Brandt/Lighthizer to pay Charity Advantage \$540.00 to host library's website for three years. Motion carried.
- B. The director would like the opportunity to switch the library's Children's reading area with the Reading Room area. This would eliminate the need for the 21 Children's book shelves to be moved for each program. It would also create more areas for conversations, tutors, and reading space.
- C. The director purposed that we open the library on Saturdays from 9-12pm during the summer. All the other Washington County libraries are open various hours during the summer and all but two Monarch Library System libraries. This was purposed to make up for lost hours and decreased circulation during the DPW renovations in August when we will have to close. It was stated that the library will be closed on Saturday, May 25th and Saturday, August 31st. The Library Board asked Leslie to track and analyze circulation and door count statistics at the end of the summer. This is on a trial basis for 2019 and opening next summer will depend on those stats. Each staff would work one Saturday a month and staff would be able to pick their Saturday. The cost would be just under \$1000.00.
Motion by Moldenhauer/Farr to open the library on Saturdays from 9-12pm during the summer on a trial basis to be open June 1st through August 24th . Motion carried.

VI. Director's Report

A. Circulation and Library Use Statistics: March 2019- Circulation come in at 7548 with increase in checkouts.

B. Library Program Report: Children, Adult, and Teen statistics were given. Had over 100 patrons at Elephant & Piggie program. Slinger Community Library had one patron return their entry for the Winter Libraries Transform Campaign, the only entry in all five libraries in Washington County. She won \$25 gift card to Piggly Wiggly.

C. DPW addition map was shown to clarify where the Village program room (1200 square feet) will be located, the breakroom/kitchen for additional programming space and additional bathrooms. The bathrooms in the library will be renovated and plumbing will be updated. We are unsure when in August this will take place and for how long we will need to be closed.

VII. Closed Session

Pursuant to Authorization Conferred by WI Statute 19.851(c)-Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Staff Compensation, Director progress)

Motion by Brandt/Moldenhauer to go into closed session.

Roll call vote was taken to go into closed session to include Leslie Schultz, Library Director at 5:23pm.

Yeas: Korinek, Brandt, Farr, Koerner, Moldenhauer, Lighthizer Nays: None

VIII. Return to Open Session

Motion by Farr/Brandt to come out of closed session. Roll call vote was taken to leave closed session at 5:39pm. Yeas: Korinek, Brandt, Farr, Koerner, Moldenhauer, Lighthizer Nays: None

IX. Next Meeting Date: Monday, May 13, 2019 at 4:30pm

X. Adjourn Meeting

Motion by Brandt/Farr to adjourn at 5:42pm. Motion carried.

Respectfully Submitted,
Leslie Schultz, Library Director