

May Minutes of the Slinger Community Library Board
Monday, May 13, 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, May 13th, 2019 in accordance with Notice of Meeting delivered to members on May 10, 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
Lindy Fiste, Circulation Librarian
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 April 8, 2019 meeting.

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

III. Consideration and possible action regarding vouchers April 9, 2019-May 11, 2019

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

IV. Old Business

A. Review and Action

i. Library's new website

Lindy spent a few minutes going over the various tabs and the new look of the site. We went live with the site on Friday, May 10th.

ii. Canon Copier Update

All the paperwork has been signed and handed over to Melissa at Office Copying Equipment. The new Sharp MX-3071 Multi-Function copier should be delivered between May 20th and May 24th. The only items we will have to pay for are the costs of black and white and color copies. This contract includes all maintenance and toners. The eight staff computers will be able to print to the copier. The other two printers will not be used, and I will talk with the village on how to proceed with them.

iii. Policy Review: Circulation Policy

The Leadership Team, Leslie, Lindy, Nancy and Patty, over several sessions were able to revise the Circulation Policy. Some of the changes we made were;

1. Adult patrons are considered 16 and above
2. Patrons can check out using their driver's license, State I.D., or Student I.D.
3. Replacement fee for library card is \$3.00

4. No limits on DVD/Blu-ray checkouts (before was 10)
5. Combined revised chart including item type, limits per card, loan periods, and fines per day
6. Added a \$3.00 processing fee for lost/damaged items that need replacing
7. Clarified the overdue notices and billing process
8. Updated the chart "charges for various damages"
9. Clarified that any fines/fees accumulated from items not owned by Slinger Community Library are under discretion of the owning library.

iv. Technology Update

Collin and Robert from Monarch will be here to set up the six new computers. Four of those computers will replace the public internet stations and two of those previous public internet stations will be turned into catalog computers. The catalog computers will be moved so they will be facing the children's area. The remaining two new computers will replace two circulation computers. Robert will be ordering two switches and an access point so we can speed up our broadband and internet speeds. We will only be having to pay for one switch and Monarch will be paying for the other switch and access point. I'm not sure when he will order, I think he is communicating with libraries to get a bulk order rate.

v. Tuesday Treats

Our first two Tuesday Treats have been successful! The Tuesday Treats on May 14th Lindy's daughter will be baking six dozen sweets for patrons. Holly and her daughter have agreed to make treats for Tuesday, June 11th. Linda agreed to make treats in the fall.

V. New Business

A. Review and Action

i. Election of Officers:

Motion by Brandt/Farr to accept Cheryl Korinek as Library President. Motion carried.

Motion by Koerner/Korinek to accept Linda Brandt as Vice President. Motion carried.

ii. Washington County Income

We received a Washington County check with monies reimbursing us for; 2nd Qtr. 2019 reimbursement (\$33,900.00), overdrive E-content (\$737.87), OCLC cataloging (\$1,103.99), replacement fund (\$317.02), and Polaris maint. Fee (\$2480.02) and 2019 1st Qtr. E-Commerce (\$180.90).

iii. Share Network

The library staff are currently using Dropbox to save their work and to access it at other computers to pull it up to work on it. Dropbox has changed its policy and will now only allow three devices to sync and store work. We have ten staff and they each want to be able to work at various staff computers. I've asked Monarch to work on a shared network for us but that could take a while so I've asked the Village to communicate with their IT (WPPI) to help us with a shared network until Monarch can get ours up and running. WPPI has ordered equipment at a cost of \$422.51 which will be budgeted under Fund 76. WPPI and Robert at Monarch will coordinate to get this shared network in place.

iv. CD Bank Authorization signatures: None needed at this time.

VI. Director's Report

1. Statistics: Total Circulation for April was 7097. Our circs were 350 less than April 2018. Libby and Overdrive checkouts soared this month, we had 891 more in April 2019. We are seeing more computer questions and reference transactions this year in April than last year in April. We are always trying to increase circs!

2. Programming: We had 155 patrons at the Snake Guy program, a total of 205 children and parents at Library Club and Teddy Bear Time, and for our first 1st Grade visit, Allenton Elementary, we had 61 students and 2 teachers.

3. Summer Reading Program: Patty and Katie are working on planning and advertising programs for children's and teens reading records and programs. We are planning for six teen programs this Summer; two programs will be after hours movies since we purchased a movie license with programming funds. I'm currently working on planning six adult programs to include crafts, movies and two outside agency performers. Adults will also have a reading program!

4. Friends of the Slinger Library: The friends are an amazing fundraising group for the library. They sold over \$1500 of meat from Gehring's meat market. We made between \$500-\$600 in profit with this fundraiser. They raised \$250 selling baked goods and water at the Beach Boys Tribute concert at Slinger High School performing art center. Their next big fundraiser is the Silent Auction. It will start July 1st and run through July 16th. Please consider donating a basket or an item for a basket. All proceeds benefit the library.

5. Washington County Libraries: Washington County Fair: All five libraries will be renting one booth at the Fair that runs from Tuesday, July 23-Sunday, July 28th. We are asking staff if they would like to work a two-hour shift, Patty and Peggy and myself have signed up to work. Slinger Community Library is to provide 500 of the same craft for Wednesday, July 24th. Monarch will be paying for the booth and providing a Monarch tablecloth, iPad, android device, monitor and promotional materials. They will also be providing books and pencils. The five libraries will collectively spend \$1000.00 on library swag for fair goers to take home with them which will say "Infinite possibilities at your Washington County libraries!" If you would like to volunteer to be at the booth for a shift please let me know!

Library Campaigns for Washington County Libraries: The Libraries Transform Campaign which ran during the Winter and early Spring 2018-2019 featured 18 programs with 1,762 people attending and we saw increase of 1% in our Washington County Non-Residential total circulation and 4% increase in total circulation. We have decided the next library campaign to be...**Let's checkout two million books in 2020!** We plan to have mini campaigns every quarter to let patrons know the status. Then to have a celebration in the winter!

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/Thiel to go into closed session.

Roll call vote was taken to go into closed session to include Leslie Schultz, Library Director, Jessi Balcom, Village Administrator, and Margaret Wilber, Village Treasurer at 5:24pm.

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

VIII. Return to Open Session

Motion by Brandt/Moldenhauer to come out of closed session. Roll call vote was taken to leave closed session at 6:03pm pm. Yeas: Korinek, Brandt, Farr, Koerner, Moldenhauer, Thiel Nays: None

Motion by Brandt/Moldenhauer to approve library organizational chart and Circulation Librarian job description and salary as directed. Motion carried.

IX. Next Meeting Date: Monday, June 10, 2019 at 4:30pm

X. Adjourn Meeting

Motion by Thiel/Moldenhauer to adjourn at 6:08pm. Motion carried.

Respectfully Submitted,
Leslie Schultz, Library Director