

July Minutes of the Slinger Community Library Board
Monday, July 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 300 Slinger Road, Slinger, WI at 4:30pm on Monday, July 8th, 2019 in accordance with Notice of Meeting delivered to members on July 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 (arrived at 4:35pm)	X	
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Also present:

Leslie Schultz, Library Director

Jessi Balcom, Village Administrator

Margaret Wilber, Village Treasurer (excused at 4:55pm)

I. Public Appearance – Open for Public Comment

There were no public comments

II. Consideration and possible action regarding the minutes of the June 10, 2019 meeting.

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

III. Consideration and possible action regarding vouchers June 11th, 2019-July 5th, 2019

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

IV. Old Business

A. Review and Action

i. Policy Review: Community Room Policy

Motion by Lighthizer/Moldenhauer to approve Community Room Policy as presented. Motion carried.

ii. Staffing:

Director Schultz stated as of July 1st seven applications for the circulation clerk positions were received. Lindy and Director Schultz interviewed four applicants. Director Schultz stated they will discuss applicants' qualifications and decide which two to hire early the week of July 8th. Director Schultz will notify the applicants of decision by phone or letter by Tuesday, July 9th.

V. New Business

A. Review and Action

i. DPW Closure

1. Director Schultz stated the DPW construction is to begin on Monday, August 19th with replacing plumbing in the Community Room, then demo and replace the bathrooms, and to connect beams between buildings. Hours will be shortened from Monday, August 19th through Friday, August 30th.

Mon, Wed, Fri	9am-2pm
Tues & Thurs	2pm-7pm
Sat	9am-12pm

2. Director Schultz stated if DPW construction runs into the following week, August 26th-30th we will have the same schedule, however on Monday, July 26th we would close entirely for staff development to include training on: dementia friendly, AED training, and an ALL Staff meeting.

3. Director Schultz also stated Monarch IT will provide MLS Polaris laptop, scanner, and receipt printer.

ii. Library Signage

1. Director Schultz contacted Corey Foerster to hang signage from ceiling to indicate where collections are located. He gave a quote of \$255.00 for nine signs and design fee. Director Schultz would like to add another sign for "Reading Room" at \$64.00 to make the quote increase to \$319.00. Director Schultz would find monies in either the marketing budget or to include on the FOSL "wish list".

iii. Reading Room Photography Display

1. Director Schultz would like to add photography from local artists in the Reading Room of the library. Director Schultz said the plan is to feature local artists every couple of months and during the school year to collaborate with art teachers to have students showcase their art. The first local artist will be Ken Voight from Allenton.

Motion by Thiel/Koerner to have local artist displays at the library and choosing local artist is up to discretion of Library Director. Art work displayed will not include pricing. Motion Carried

iv. Agenda Format Change

1. Consent Agenda was suggested for use on Library Board Agendas.

VI. Director's Report

i. Circulation and Library Use Statistics:

1. Director Schultz stated patron count is up 96 this month from 2018 at this time. Last Saturday we had 62 patrons come in. Checkouts were down 134 in June from 2018 in June but up in checkouts 172 YTD compared to this time last year. 2019 2nd Qtr. Circ stats are in, we increased checkouts 193 compared to 2018 2nd Qtr. Stats.

ii. Library Program Report:

1. Summer Reading Program: Adults: 62 registered participants, 38 books read, Youth: 512 registered participants with 95,220 minutes read, Volunteers: 106.2 hours

2. The library held 24 programs with 861 patrons attending. Patty and Anna also attended and volunteered at the Horicon Marsh Family Fun day with an estimated 400 plus patrons attended. Patty was one of the story tellers and Anna helped with crafts.

3. The Library Fair SRP kick off was a great success! 400 + patrons attended this event. The Zoomalata Magic & Balloons show was another great event with 114 children and families attending.

4. FOSL: The Friends raised \$360.75 dollars at the bake sale. The Silent Auction is currently underway. The donations are amazing! The silent auction will run until July 16th. Their next fundraiser will be on July 17th with Papa Murphy's pizza. Week of July 22nd they will be providing snacks/food for staff appreciation.

iii. MISC

1. County Income: received the 2019 Capital Offset check for \$6,234.50.

2. The fax line is still being repaired. Director Schultz signed a Letter of Agreement to have Frontier connect the fax line with the Village connections on Friday, June 28th.

3. Director Schultz said they are looking into selling the two printers and toners they don't use now that they have a new staff copy machine.

4. Director Schultz met with Tom Madden from Burroughs corporation to look into getting more audiovisual shelving. It will be approximately \$300.00 for six shelves. Director Schultz will be including this on the FOSL "wish list".

5. Director Schultz will be attending the County Board of Supervisors meeting on July 10th at 6pm with the other Washington County Library Directors. Director Schultz stated they are not on the agenda but will hopefully share a few comments during the public appearance. Director Schultz stated the Washington County Library directors will meet on Thursday, July 11th at 10am at the West Bend Community Memorial Library.

VII. Closed Session

Pursuant to authorization conferred by Wis. Stat. sec 19.85(1)(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, job description, Director progress)

Motion by Moldenhauer/Lighthizer 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 at 5:09pm.

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

VIII. Return to Open Session

Motion by Lighthizer/Farr to come out of closed session. Roll call vote was taken to leave closed session at 5:20pm.

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

Motion by Brandt/Thiel to approve Circulation Librarian to work up to 32 hours in a week through September 30th to be reviewed at October Library Board meeting. Motion carried.

IX. Next Meeting Date: Monday, August 12th, 2019 at 4:30pm

X. Adjourn Meeting

Motion by Koerner/Farr to adjourn at 5:22pm. Motion carried.

Respectfully Submitted, Leslie Schultz, Library Director