

February Minutes of the Slinger Community Library Board
Monday, February 10, 2020

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, February 10, 2020 in accordance with Notice of Meeting delivered to members on February 7, 2020.

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

Margaret Wilber, Village Administrator

I. Public Appearance – Open for Public Comment

II. Consideration and possible action regarding the minutes of the January 13, 2020 meeting.

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

III. Consideration and possible action regarding vouchers January 14, 2020-February 6, 2020

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

IV. Old Business

A. Review and Action

i. Staff Work area furniture update:

Director Schultz stated Schroeder Solutions quote for the entire project; take down, furniture, and labor was for \$20,063.73. Director Schultz also stated the tentative install date is week of March 23rd. The Library Board suggested calling the Restore Store to recycle old/used library furniture.

ii. Staff Development Day

Director Schultz stated Staff Development Day is scheduled for Friday, March 6th 9-4pm and training sessions will focus on Libby, RBdigital, Monarch2go app, Ancestry, Badgerlink, AtoZ database, Pronunciator and Gale courses. Director Schultz stated an ALL staff meeting will also occur on this day and a potluck lunch.

Motion by Thiel/Moldenhauer to close library on Friday, March 6th for Staff Development Day. Motion carried.

iii. Square update:

Director Schultz stated the library started taking credit cards and debit cards. Director Schultz also stated patrons need to spend a \$1.00 to be able to use their credit card/debit card.

V. NEW BUSINESS

i. Annual Report

Director Schultz stated the annual report has been reviewed by Monarch Library System and ready for your approval and signature. Director Schultz stated "2019 at a glance" flyer includes 2019 library statistics.

Motion by Thiel/Farr to approve 2019 annual report. Motion carried.

ii. Library Board Packet procedures:

Director Schultz suggested going paperless with our board packets. Director Schultz stated the completed board packet would be uploaded to library website in the "About Us" tab under "Library Board of Trustees" by 12pm on Friday. Director Schultz stated an email will be sent to library board members with the url to the link on our website. Village Administrator, Margaret Wilber, stated the Library Board will receive ipads in 2021 to go full paperless and align with village board procedures. Board Member Thiel stated this would be on a trial basis with the packet being uploaded on the library website, url sent to board members, and some paper copies be available the day of the meeting.

iii. Circulation Policy update:

Director Schultz suggested reducing DVD fines to \$.10.

Motion by Moldenhauer/Farr to reduce DVD fines to \$.10. Motion carried.

iv. Teacher/Institution Card Policy

Director Schultz suggested a Special Card Policy for educators and business professionals that allows for a separate library card that will allow for unlimited checkouts, waived late fines, still pay for lost and damaged items, and must renew yearly. Director Schultz also stated this Special Card can only be used at Slinger Community Library and must be handled by the youth services librarian.

Motion by Farr/Moldenhauer to approve Special Card Policy. Motion carried.

v. Unused Fund Balance & Building and Offset Reserves accounts:

Director Schultz stated the library currently has \$135,802.00 in an unused fund balance, unexpended monies from previous budget years. Director Schultz suggested placing \$100,000.00 in the Building and Offset Reserves money market at Associated Bank which has a balance of \$203,883.30.

Motion by Thiel/Moldenhauer to place \$100,000 in the Building and Offset Reserves money market account at Associated Bank with the ability for the Library Board to have the monies available/accessible to take from that account for emergencies and not needing a 50/50 match in funding. Motion carried.

VI. DIRECTOR'S REPORT

A. Circulation and Library Use Statistics:

Director Schultz stated January 2019 Circulation was 6820. January 2020 physical checkouts were 6165 down 655 items, about a 9.6% decrease.

Director Schultz stated 2019-year end check outs decreased 5.3% from previous year 2018-year end checkouts. A decrease of 4,782 items.

B. Library Program Report:

Director Schultz stated the had 18 programs with 219 patrons in attendance.

C. Friends of the Slinger Library update:

Director Schultz stated the Friends purchased polos with new logo \$202.00 and purchased a hanging audio kit rack (wishlist item). Director Schultz stated upcoming FOSL events are the Silent Auction July 11th-28th, Culver's Share Night (Jackson) April 29th 5-8pm, and Gehring's Meat Sale April 6th-27th

Director Schultz stated since September 2019 the following monies have be raised:
\$308.63 in used book sale, \$118.00 can money, \$16.96 Amazon Smile

D. Professional Development:

Director Schultz stated attending the Public Library Association Conference in Nashville, TN February 25th-29th and joining the Slinger Kiwanis Club.

IX. Next Meeting Date: Monday, March 9, 2020 at 4:30pm

X. Adjourn Meeting

Motion by Moldenhauer/ Farr to adjourn at 5:48pm. Motion carried.

Respectfully Submitted, Leslie Schultz, Library Director