

Neillsville Public Library Board Meeting
Neillsville Public Library
403 Hewett Street
Neillsville, WI 54456
September 20, 2016

AGENDA:

Call to Order: 5:00 PM

Roll Call:

Present: Jerry Quicker, John Gaier, Nancy Kopp, Jill Neville, Graeme Williams, Linda Garretts, Tracey Steffen

Others in Attendance: Rex Roehl, Cara Hart, Kathy Wegner, Steve Mabie

Report on Notice of Meeting: Posted

Minutes of Previous Meeting: Motion to approve and accept the minutes of March 16, 2016 by Graeme Williams; 2nd by John Gaier. All ayes. Motion carried.

Librarian's Report: Cara Hart's report and Kathy Wegner's report.

Old Business:

-Discussion on WVLS response to keeping patron information.

WVLS has informed librarian that we are allowed to keep patron name, time on computer and computer number for up to sixth months. Up until now, the library has destroyed this information daily.

-Discussion on use of library basement as play area. Currently there are multiple concerns to the use of this space. There are no functioning bathrooms, there is no staff available to supervise, and there may be issues with asbestos and lead paint. There has been no further motion on this item.

New Business:

-Presentation of plaque for years of service to Fran Barlow and Angie Dux.

-Discussion on budget approval. There was a change in lines 13 and 24 on budget to offset, and keep budget true. There was some concern about who paid for lawn care. A letter was introduced by Mayor Mabie from a citizen concerned about the lawn grooming. It was determined

that currently, the city bills the library for lawn services. Mayor Mabie will speak with Regan Barth to be sure the concerns about the lawn are taken care of. Motion made by John Gaier to accept the amended budget; 2nd by Tracey Steffen. All ayes. Motion carried.

-Discussion on library redesign. Cara has been looking into the possibility of a library redesign that is more child/teen friendly. Some libraries that have completed a redesign similar to this have seen an increase in circulation. This could ultimately mean more library funds. The company DemCo has been contacted and given an initial rough estimate of \$30.00 to \$40.00 per foot. The library foundation has given a verbal commitment for funds. Could this possibly be done more cheaply? Cara will contact other vendors and get some other redesign possibilities.

-Discussion on new substitute member to library staff. The library staff needs an additional employee in the case of illness or staff vacations. The personnel committee will draft an advertisement for the position. Motion to approve the compilation of a list of possible substitute library staff by Nancy Kopp; 2nd by Steffen. All ayes. Motion carried.

-Discussion on the acceptance of user agreement for the 3D printer. A paragraph regarding copyright policy has been added to protect the library's liability. It was suggested that the city attorney look over the policy before implementation. Motion made by Kopp to approve the 3D printer user agreement contingent on city attorney recommendation; 2nd by Linda Garretts. All ayes. Motion carried.

-Discussion on fundraisers. Cara would like to do a soup cook-off which would be a fifty/fifty profit maker. She would also like to sell library book bags. They would be kept at library and sold. There is also the possibility of doing a fundraiser at a Culver's in the area. We would supply several greeters and food servers. The library would be awarded between 10 and 15 percent of the evening's profits.

-Discussion on the teen volunteer program. The library would like the services of a teen volunteer from the Clark County Teen Program.

There are currently no adults available, so a teen would be beneficial.
Motion made by Linda Garretts to hire a teen volunteer. 2nd by Steffen.
All ayes. Motion carried.

-Discussion on Library Foundation payment toward Cara's salary.
The Foundation currently pays \$4200.00 toward Cara's salary. It is not anticipated this will change.

-Discussion on future library events and programming. There are several events for Autumn Harvest on October 9th. Cara will also be initiating a "Book Ninja" program where books are placed around the community for patrons to read and return. She would also like to have an adult coloring event.

-Discussion on copyright infringement notice and wifi availability.
It was reported to our library that on August 1, 2016 an illegal download was made via the library wifi. This download occurred after hours and was not able to be traced. There was discussion on amending our policy on the wifi availability after hours. It was determined that the policy should remain as is. WVLS is not concerned the library would be held accountable for this infraction.

-Discussion on the annual library conference. Cara and Kathy would like to attend the annual library conference. Motion made by Kopp to approve the attendance to the annual librarians' conference; 2nd by Gaier. All ayes. Motion carried.

Bills and Vouchers: Bills and vouchers were presented and discussed.
Motion made by Williams to accept and file the bills and vouchers as presented; 2nd by Gaier. All ayes.

Balances and Accounts: information presented and reviewed.

Library Community News: There will be a children's story hour on October 7.

Next Library Meeting: November 15, 2016 at 5:00 PM

Communications: none

Adjournment: Motion by Williams at 6:12 PM; 2nd by Jerry Quicker. All ayes.