

**Lester Public Library of Vesper – Board of Trustees**

**6550 Virginia Street, Vesper, WI (715) 569-4669**

**Andrea Pecher, President \* Steve Grillo \* Heather Friday, WRPS Designee \* Diane Kohls,  
Secretary \* Amy Ortner**

*These minutes are in draft form and have not been approved by the Board of Trustees of the Lester Public Library of Vesper. They will be brought before the board for approval at the next meeting.*

Board Members in Attendance: Diane Kohls, Steve Grillo, Heather Friday, Andrea Pecher

Board Members Absent: Amy Ortner

Others in Attendance: Library Director, Andrea Halbersma, Deb Schalow; Doris Seifert

Call to Order: President Pecher called the meeting to order at 6:10 p.m.

Public Comment: None

Approval of Minutes: **A motion was made by Diane Kohls seconded by Steve Grillo to approve the minutes from the October 14, 2014 meeting. Motion carried unanimously.**

Director's Report:

- **Programming - Winter Programs:** Andrea did not call Santa Claus because we are skipping the Christmas Program this year because the last few years have had such low attendance. The Lego night turned out pretty nice. The rainbow loom hasn't had as big of a turn out as last year but since that doesn't take as much pre-planning she will probably continue to do those.
- **Computers Updated:** KOHA has been updated and the computers are running really good now.
- **Juvenile Non-fiction Shelving:** She is getting 52 new books to go with the DK set. Some libraries are putting some of the book sets together instead of using the Dewey Decimal System.
- **Weeding:** Most of the adult fiction is done. She has S until the end of the alphabet to do. We have a weeding policy and that is what is being followed while weeding. She is going to do the Non-Fiction as well to make room for new books.

Treasurer's Report:

Approval of Treasurer's Report: **A motion was made by Steve Grillo seconded by Diane Kohls to approve the October treasurer's report. Motion carried unanimously.**

Approval of the monthly expenditures: **A motion was made by Diane Kohls seconded by Steve Grillo to approve the monthly expenditures for November. Motion carried unanimously.**

**Payroll Audit: A motion was made by Steve Grillo seconded by Heather Friday to approve the payroll audit for October. Motion carried unanimously.**

Friends' Report: Through South Central the Friends get a really deep discount on folk mania puppets. Ruth told Andrea to pick some puppets out and ordered.

Master Gardeners' Report: Our gardens here are five stars on a five star rating system. Jane and Leonore may be interested in starting a seed library. Andrea did some checking with some other libraries that have done seed libraries to see what they have done. A seed library is where you can check out seeds; you plant the seeds; then you harvest seeds at the end of the year and bring them back into library for others to check out. Andrea would only do it with the assistance of the Master Gardeners because she was told it was very time consuming.

New Business:

**Employee Review Discussion: A motion was made by Diane Kohls seconded by Steve Grillo to move into closed session pursuant to Wisconsin Statutes 19.85(1)(c) for the purpose of discussing confidential employee items. Motion carried unanimously. A motion was made by Steve Grillo seconded by Diane Kohls to move back into open session pursuant to Wisconsin Statutes 19.85(1)(c) for the purpose of discussing confidential employee items.**

**Library Board Vice President election and open positions: A motion was made by Heather Friday seconded by Diane Kohls to nominate Steve Grillo to be Vice President. Motion carried unanimously.** There may be a couple of people interested in the open library board positions.

**Summer Library Program Incentives:** Andrea has had a hard time getting information on doing the incentives that are the same for everyone so she is not sure what we will do for Summer Library Program Incentives.

**Library Assistant 1 & 2 job description approval: A motion was made by Diane Kohls seconded by Heather Friday to approve the Library Assistant 1 & 2 job descriptions. Motion carried unanimously.**

**Any other business that can properly come before the board:** None.

Old Business:

Wish List: Andrea found the wish list but wants to update it before she brings it before the board.

Strategic Plan: Andrea found the Strategic Plan but wants to update it before she brings it before the board.

Next Agenda Items: Patron use/Circulation Policy; Wish List; Strategic Plan

Next meeting date: December 9, 2014 at 7:15 p.m.

Adjournment: **A motion was made by Steve Grillo seconded by Heather Friday to adjourn the meeting. Motion carried unanimously.**

The meeting was adjourned by President, Andrea Pecher at 7:45 p.m.

Respectfully Submitted by Diane Kohls, Secretary, Board of Trustees, Lester Public Library of Vesper.