

**Lester Public Library of Vesper – Board of Trustees**  
**6550 Virginia Street, Vesper, WI (715) 569-4669**  
**Andrea Pecher, President \* Steve Grillo , Vice-President \* Heather Friday, WRPS**  
**Designee \* Diane Kohls, Secretary \* Amy Ortner**  
**December 9, 2014**

*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: Heather Friday, Andrea Pecher, Doris Seifert, Teresa McGrath

Board Members Absent: Diane Kohls, Steve Grillo

Others in Attendance: Library Director, Andrea Halbersma, Deb Schalow

Call to Order: President Pecher called the meeting to order at 6:35 p.m.

Public Comment: None

Approval of Minutes: **A motion was made by Andrea P. seconded by Heather Friday to approve the minutes from the November 11, 2014 meeting. Motion carried unanimously.**

- ***Change from November notes: Computer Updates: CASSIE was updated - not KOHA (per Andrea H.)***

Director's Report:

- **New Board Members Appointed: Doris Seifert, Teresa McGrath**
- **Programming Report: Story time attendance has decreased due to the cold weather. Still kids coming (today 8 kids). A few students come to Lego Night.**
- **We will be charged for our post office box. The post office will not allow us to have a mailbox. \$48/year will be the charge. There is paperwork to fill out for the post office.**
- **Collaboration with VCA's 5th graders: Winter Wonderland Festival, Vesper is "Snow" Much Fun!: December 30, 2014. Village will let us use the Community Center. Storytime at 10:30 a.m. (winter theme). Afternoon will include board games, indoor and outdoor activities, crafts; weather-permitting - snow decorating, snowman building, sledding, bullseye/target snowball throwing, movie to show in library hot chocolate, treats. Looking for donations of goodies. 5th graders are selling candy canes to raise money for that. 3pm - 5 out in the park, movie at 5 p.m.**
- **Flipster: Patrons can check out eMagazines. Andrea went to a director's meeting for information. (without Consumer Reports - too expensive) Next year the cost will be \$28.82. This is separate from Overdrive, but very similar. Some you can download and have forever, some will disappear after a number of days.**

- ***Library Business Credit Card:*** Andrea H. and Deb discussed having a credit card for library to purchase materials online. Andrea would want Deb to have the card so they both had to be present to order materials online. The credit cards have a fee. One advantage of having a credit card is now Andrea has to purchase things with her own money and get reimbursed. Having a credit card would make purchases easier for Andrea.
- ***Andrea P. made a motion that Deb will apply for a credit card for the library through Pioneer Bank for major purchases. Seconded by Doris. Motion carried unanimously.***

Treasurer's Report:

Approval of Treasurer's Report: **A motion was made by Heather Friday, seconded by Teresa McGrath, to approve the November treasurer's report. Motion carried unanimously.**

Approval of the monthly expenditures: **A motion was made by Doris, seconded by Heather, to approve the monthly expenditures for December. Motion carried unanimously.**

Payroll Audit: **A motion was made by Heather, seconded by Teresa, to approve the payroll audit for November. Motion carried unanimously.**

- **Andrea realized on the 6th of November, she recorded hours but didn't total them in the column. She will add that to December's payroll report.**

Friends' Report: Andrea didn't hear from them.

Master Gardeners' Report: Andrea didn't hear from them.

New Business:

**Employee Review Discussion:**

**A motion was made by Doris to give Joyce a 25 cent/hour raise. Seconded by Heather. Motion was carried unanimously.**

**New and Addition to existing policies:**

- **Circulation Policy additions: Borrowing to Minors, Holds, ILL/OLL Library Loan Policy**
- **Library Use Policy addition: Patron Responsibilities and Conduct**
- **Cleaning Action Plan Schedule Policy**

**A motion was made by Heather, to approve Circulation Policy Additions, Library Use Policy Additions, and Cleaning Action Plan Schedules. Seconded by Doris. Motion was carried unanimously.**

**Employee Holiday Gift:**

**The library board gives staff gift cards for the holidays.**

**A motion was made by Heather to give Andrea a \$150 gift card for the holidays and Joyce and Jeanette \$100 gift cards each (places of their choice), seconded by Doris. Motion was carried unanimously.**

**Any other business that can properly come before the board: n/a**

Old Business: n/a

Wish List: Discussed and reviewed the 2009 Wish List:

Signs for doors (local artist?), display case to showcase collections monthly(?), wondering where we are for the 'advertising' cost we pay to be in the phone book (we have been paying for it for 3-4 years)?

*We want a wish list in case grants come up.*

Looking ahead: we want the village to know we want to be here and are essential to the community.

Strategic Plan:

Discussion: Programming Ideas for next year? Fundraiser ideas? Classes offered to the community? Technology items - one:one assistance

Next Agenda Items: Post office discussion: mailbox, combination change?, phone book ad, Strategic Plan - Identify needs in the community - to encourage all community members, book club?

**Next meeting date is set for: January 13 , 2015 at 6:30 p.m.**

Adjournment: **A motion was made by Teresa, seconded by Heather, to adjourn the meeting. Motion carried unanimously.**

The meeting was adjourned by President, Andrea Pecher at 8:32 p.m.

*Respectfully Submitted by Heather Friday, Board of Trustees, Lester Public Library of Vesper.*