

Village of Vesper - Library Board of Trustees

Lester Public Library of Vesper, 6550 Virginia Street, Vesper WI 54489

5:30pm, Wednesday, May 11, 2011

Meeting Minutes

Board Members Present: Andrea Pecher, Sharon Bean, Jennifer Pfefferkorn, Diane Kohls

Board Members Absent: Terry Whitmore, Dan Vollert, Don Brehm

Others Present: interim Director Kristin Laufenberg, Ruth Cline, Mary Ann Grassl

1. The meeting was called to order by President Andrea Pecher at 5:34pm.
2. No public comment.
3. Approval of minutes from April 12, 2011 meeting: Sharon Bean made a motion to approve the minutes, Andrea provided a second, and the motion carried.
4. Treasurer's Report: Sharon made a motion to accept the treasurer's report; Jennifer provided the second. Motion carried.

Payables: Diane made a motion to approve the payables, and Sharon seconded. Motion carried.

Payroll audit: Sharon made a motion to approve the payroll audit, Jennifer provided the second. Motion carried.

5. Director's Report: Kristin reported that last month's egg hunt and bake sale went well - good attendance and the bake sale made \$126.50. Vesper Day and recent story hours have also been well attended. Regarding the Summer Library Program, Kristin has mailed approx. 100 letters for donations and is making plans for decorations and the outdoor movies. She will schedule school visits in the next few weeks.

Lion's Club donation: Andrea made a motion to order four sun-shades through Kay's Kustom Kurtains, with money from Lion's Club donation. Sharon seconded. Motion carried. Kristin and Ruth will check into 1 or 2 more outside sign boards. The remaining Lion's money is earmarked for further projects.

On 5/21, neither Kristin nor Jeanette can work. Kristin will check with Deb Nelson and let the scrip people know if the library will close.

Phone/Internet service - Kristin will contact SCLS re. the fiberoptic grant before upgrading the library's phone or Internet package with TDS.

- 6: Friend's Report: The Friends have collected \$18.50 since the last report.
 7. Master Gardener's Report: Not much work has been done lately because of the weather. A program is scheduled with the Wood Cty Alternative School on May 12th.
 8. New Business: Mail box: Kristin will check with Mark Paul and the Village to check on the placement and requirements of a mailbox, as well as prices.
- New board member: Mary Ann Grassl is our new board member. Election of officers will be held next month.

Koha contract: the bill for the contract has doubled, and Kristin is trying to reach them to

find out why before we pay the bill.

9. Old Business: Memorial plaques: Plaques will be ordered with black/gold lettering using last year's donation from the family. Andrea made a motion to order black plaques with gold lettering, using last year's donation from the family. Sharon seconded; motion carried.

Rugs: Sharon made a motion to purchase three 3'x5' rugs from Sam's Club, to be paid for with the Lion's donation. Jennifer seconded, and the motion carried.

Bake sale (item added): Kristin will check the date of the next brat fry, and inform the board so a bake sale can be advertised and held on the same day.

Staples: a charge account has been opened. Kristin is awaiting the charge cards in the mail. She will inform Jeanette and post information about the contract on the copier.

Open director's position/hiring committee: Kristin put together a job description and ad for a new director. Ruth Cline can submit it to the paper's Thursday page and the Pittsville paper, and Kristin will email other libraries, submit to the DPI website, and contact the school districts. Applications will be submitted to Board President Andrea Pecher, by June 15. An approximate start date is July 18th. Re. the hiring committee, Jane M., Kristin, Ruth Cline, and Leonore Look are potential 'members of the public' for the committee; Mary Ann and Andrea are 'board' members of the committee, with Andrea in charge of the process.

10. Next agenda items: Koha contract, board election, bake sale, director position, Lion's money, Internet service, mailbox.

11. Next meeting date: June 14th, 2011 at 5pm.

12. Adjournment: Sharon made a motion to adjourn at 6:42pm. Diane Kohls provided the second, motion carried.