

## **Village of Vesper - Library Board of Trustees**

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

**5:30pm, Tuesday, November 8<sup>th</sup>, 2011**

### **Meeting Minutes**

Board Members Present: Mary Ann Grassl, Diane Kohls, Andrea Pecher

Board Members Absent: Sharon Bean, Mark Paul, Jennifer Pfefferkorn, Terry Whitmore

Others Present: Library Director Laura Headrick, Ruth Cline

1. The meeting was called to order by Diane Kohls at 5:55pm.

2. No public comment.

3. Approval of minutes from October 11, 2011 meeting: Andrea made a motion to approve last month's minutes; Mary Ann provided the second. Motion carried.

4. Director's Report:

- Programming
  - Story time and the drop in crochet group are going well, as is our book club. All of the people that attended the October meeting will be with us in November, as well as a few more bringing our total to around 10.
  - The drop in games day on Oct. 14<sup>th</sup> was fairly well attended with 7 children, and 18 kids participated in the Halloween activities on Oct. 28<sup>th</sup> and 10 people participated in pumpkin painting on the 31<sup>st</sup>. We also had a lot of trick-or-treaters. The Halloween bake sale raised \$100.
  - Recently, students from the Alternative School came and helped the Master Gardener's rake leaves
- Community Foundation Grant
  - The library recently found out that there was still money available in the technology grant fund and that we were able to request more. The library will be receiving funds to purchase a kindle, a kindle touch, a kindle fire, a nook color, and an iPad. Patrons will be allowed to use them in the library and they will be used in an e-reader workshop.
- Mead-Witter Foundation Grant
  - The MW Foundation has announced that we are invited to participate in the 2011 Library Grant Program. We are eligible to receive up to \$2,500. This money can be used towards print materials or library furniture. I would suggest we use the bulk of the money towards furniture. We need to reply by December 30<sup>th</sup> with our plan and budget. We will ask for additional funds from a Vesper Community Grant.
- Website
  - Rose from SCLS has been busy working on our redesigned library website. It looks great already! We hope that it will be done by the end of 2011. I have also figured out how to search our catalogue online, so a link is included on the website, as well as a link to the library facebook. Please use and tell people about our facebook. The staff and I are trying to use it more so people can see what is happening at the library and what new materials we have.

- Wireless Internet Policy
  - I have begun researching wireless internet policies, but I still have some work to do. I will have more to report next month.
- Donation of Low Vision Reader

5. Treasurer's Report: Andrea made a motion to approve the treasurer's report; Mary Ann provided the second. Motion carried. Payables: Mary Ann made a motion to approve the November payables with corrections. Andrea provided the second. Motion carried. Payroll audit: Andrea made a motion to approve the payroll. Mary Ann provided the second. Motion carried.

6: Friend's Report: Ruth Cline reported that the book sale prices will remain the same at \$.10 a book or \$1.00 a bag. The November book sale totals will be reported in December.

7. Master Gardeners' Report: Fall work is ongoing. Gardeners will be replacing the containers in front of the library with winter themed ones. Students from the alternative school will be helping with this project.

#### 8. New Business:

Meeting Room: The Master Gardeners requested that they be able to use the meeting room on occasion a few times a year after library hours for Master Gardener meetings. This request was approved.

Santa Program: The "Visit with Santa" will be held at the library on Saturday, December 3<sup>rd</sup> from 10:30am – 1:00pm. The library will try to arrange with Picture This to provide photos. The library will request that Winch's donate candy canes again this year. Additional holiday activities including cookie decorating, hot chocolate and coffee, and a holiday craft will be organized by library staff. The program will be promoted at the school and to library patrons. The friends will help pay for some of the programming.

Email List: Library staff will begin asking patrons if they would like to be included on a library email list for updates about library programming.

Brainstorming for Long Range Planning: The library board and the library director spent some time brain storming ideas for the upcoming Long Range Plan. Ideas focused on were increased technology (programming, services, etc), increase DVD collection, creation of a donation "wish list," new library furniture (comfortable seating, adult area, changing table, brochure rack for entry), and additional shelving in storage room, history room, and furnace room. The library will be getting rid of the old cabinets in the history room and will be rearrange some of the other shelving. The library board will continue to brainstorm at the December meeting.

Diane made a motion to move into closed session pursuant to Wis Statutes 19.85(1)(c) for the purpose of Library Director three month evaluation. Andrea provided the second and the motion carried.

Diane made a motion to return to open session. Andrea provided the second and the motion carried.

10. Next agenda items: 2012 Budget, Long Term Planning

11. Next meeting date: Tuesday, December 13th at 5:30pm.

12. Adjournment: Diane made a motion to adjourn at 7:35pm. Mary Ann seconded and the motion carried.