

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

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

**5:30pm, Tuesday, October 11<sup>th</sup>, 2011**

### **Meeting Minutes**

Board Members Present: Sharon Bean, Mary Ann Grassl, Diane Kohls, Andrea Pecher, Terry Whitmore

Board Members Absent: Mark Paul, Jennifer Pfefferkorn

Others Present: Library Director Laura Headrick, Ruth Cline

1. The meeting was called to order by Diane Kohls at 5:35pm.

2. No public comment.

3. Approval of minutes from September 13, 2011 meeting: Andrea made a motion to approve last month's minutes with corrections; Diane provided the second. Motion carried.

4. Director's Report:

#### **Upcoming Programming:**

- Story time and the drop in crochet group are going well.
- The first book club meeting will be Monday, Oct. 17<sup>th</sup>. So far, approx. 10 copies of the book have been checked out, so we hope to have a good turn out.
- On Friday, Oct. 14<sup>th</sup> (a no school day) we will have a drop in games day. I have requested DDR from SCLS and kids will bring in board games or play the ones the library has.
- Halloween Activities – Friday, Oct. 28<sup>th</sup> (no school day) Drop in for Halloween themed games, crafts, and a child-friendly movie. We may also have drop in cookie decorating.
- Monday, Oct. 31<sup>st</sup> – Drop in craft for everybody (maybe pumpkin painting). The library will also hold a bake sale on this day. The library will be open to trick or treating from 4:30 to 6:30pm.
- Computer Classes – The classes hosted by WRPS have been moved to January, which means that the library will move our classes back to late winter/early spring because we will be building off the WRPS classes.
- Sometime after the holidays, the library will have workshop about using e-readers and checking e-books out at the library. We are planning on having combined staff training with the library staff at Arpin so that staff can learn more about them. I will also plan a workshop for the board and I will then have a workshop for the public. I am promoting e-books to our patrons because many of them do not currently know about this option.

**State Wide E-Book Buying Pool:** Currently, SCLS is deciding whether our library system should be part of this e-book buying pool. The system has to join as a whole, but we can choose whether or not we pay the amount they suggest. Right now, e-book checkout is not very high at Vesper, but we are trying to promote it. I've talked to Marti V. at SCLS about the cost of us joining. Right now they are figuring our cost based off of our materials expenditures for 2009 which was a high year for our library. Marti said to say

that we probably could not pay the total they calculated for us, but that we could pay up to 100 dollars. This money would be able to come out of our materials budget fairly easily.

**New Hire:** We received six applications for the open library aide position. The library has decided to hire Andrea Halbersma for 5 hours a week at minimum wage. She will be starting next week if she passes her background check.

**Website:** Laura has been in contact with Rose from SCLS about updating our website. We need to provide her with the content and she will design it, and then we will update it as we go. If anyone from the board has suggestions for content/layout, please discuss them with Laura. Laura will also look into getting our catalogue online for patrons to search.

**AED/CPR Training:** The library staff will be joining the elementary school staff for AED and CPR training on Monday, October 24<sup>th</sup> at 4:00pm. The library will pay for staff certification and staff will be paid for their time at the class.

5. Treasurer's Report: Diane made a motion to approve the treasurer's report; Sharon provided the second. Motion carried. Payables: Terry made a motion to approve the October payables. 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 presented the book sale total income for August and September as \$19.20.

7. Master Gardeners' Report: Fall work is ongoing. Gardeners are planning to plant bulbs and do cleanup work. Ruth has completed the 2011-2012 county forms and submitted the grant. Ruth met with Laura to discuss projects and collaborations between the Master Gardeners and the library.

8. New Business:

Coffee Corner: Laura will look into purchasing a coffee maker to use at the library during programs and special occasions.

9. Old Business:

2012 Budget: The 2012 budget was discussed and revised. Mary Ann made a motion to submit the revised budget to the village board at their meeting on Wednesday, October 12<sup>th</sup> at 7:00pm. Diane provided the second. Motion carried.

Wireless Internet: The board discussed the possible options for managing the library's wireless internet access. For the time being, the board has decided to change the wireless password weekly. Laura will continue to look into other library's wireless internet policies.

10. Next agenda items: Library Director Three Month Review, Wireless Internet, Wishlist

11. Next meeting date: Tuesday, November 8th at 5:30pm.

12. Adjournment: Sharon made a motion to adjourn at 6:45pm. Terry seconded and the motion carried.