

Village of Vesper - Library Board of Trustees

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

5:30pm, Tuesday, September 13, 2011

Corrected Meeting Minutes – 10/14/2011

Board Members Present: Mary Ann Grassl, Diane Kohls, Terry Whitmore

Board Members Absent: Sharon Bean, Mark Paul, Andrea Pecher, Jennifer Pfefferkorn

Others Present: Library Director Laura Headrick, Ruth Cline

1. The meeting was called to order by Diane Kohls at 5:40pm.
2. No public comment.
3. Approval of minutes from August 9, 2011 meeting: Diane made a motion to approve last month's minutes; Terry provided the second. Motion carried.
4. Director's Report:

Upcoming Programming:

Knitting/Crocheting Group: Drop in group that meets every Tuesday from 1pm-3pm

Story Hour: Story hour will begin Tuesday, Sept. 20th at 10:45am. The schedule is posted through November.

Book Club: We have been collected names of people that are interested in joining a monthly book club. Currently, there are ten people on the list. The book club will meet the 3rd Monday of the month at 5:30pm, beginning October 17th.

4K Library Visits: The 4k class will be coming to the library on the 3rd Monday of the month at 9:15am and 1:40pm for a story time and to check out books.

October Gaming in the Library: I think that the library will have a game day on Friday, October 14th because there is no school that day. I am planning to request the Wii from SCLS. We will also borrow games from Vesper Academy

Halloween Activities: I am planning to have activities in the library for Halloween on Friday, October 28th (no school) and Monday, October 31st. I will update the board on this at the next meeting, but I am thinking it will be a drop in activity day with games and crafts.

Winter Series of Computer Classes: Because we received our funding request from the Knight Grant, we have \$500 to use towards a series of computer classes. Zach from Zach's Computing is in the process of putting a proposal together for us. It will be available at the next board meeting. If you have any ideas, input, or concerns, please let me know.

SLP 2012: I just received an email from Jen in Arpin asking if June 26 – July 31 would be okay for SLP 2012/sharing performers. The Vesper library will have these dates for SLP, but may add on a week if necessary.

Mailbox Update: The library now has a free PO Box. It is #31. Debbie at the Post Office said that we do not need to order things/change things so they list our box, but we should if we order anything in the future.

Community Grant Update: The library has received the funds that we requested from the Knight Grant. This includes money for a new desktop and laptop computer, a new projector, a digital camera, \$540 for internet, and the \$500 dollars to use towards computer classes. Dennis Nelson provided recommendations for our equipment purchases, and I have included them on the payables sheet. Because the purchases are so large, I would like to be reimbursed for these purchase either before or as soon as I put them on my credit card instead of waiting for the next

board meeting. The board approved these purchases.

VHS Collection: Due to low circulation and interest, the library will stop adding donated VHS to our collection and heavily weed DVDs currently in the collection.

Library Certification for Library Director: Laura has received her Grade 2 Library Certification, which is valid for 5 years. The state of WI has sent the board a letter.

WLA Conference: Laura will attend the 2012 WLA conference which takes place November 2, 3, and 4 in Milwaukee, WI. Laura will receive \$300 from SCLS. A motion was made by Terry that the board pay Laura's \$65 conference fee, pay her for time at the conference, and reimburse her mileage. Mary Ann provided the second. Motion carried.

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

6. Friend's Report: There is no book sale report. The August book sale report will be reported at the October meeting. Ruth will meet with Laura to discuss the Friends roll at the library and how they can help with projects and programming.

7. Master Gardener's Report: Fall work is ongoing. Ruth will meet with Laura to discuss what the Gardeners do and how they can help the library with projects and programming. Ruth is completing the year end report and grant application for 2012.

8. New Business:

2012 Budget: The 2012 proposed library budget was presented by Laura. Revisions were made by the board. We will continue to make revisions at the October board meeting and the budget will be presented to the Village board on October 12 at 7:00pm.

Hiring of Part Time Staff Member: Terry made a motion to hire a part time library aid to work up to five hours a week and to fill in as necessary to cover shifts. This position will be start at minimum wage. Mary Ann provided the second. Motion carried. Laura will work with Andrea to begin the hiring process.

Wireless Internet Policy: The library board needs to decide what the library's wireless internet policy should be. Laura will ask Dennis N. about putting a cap on people's wireless use in the library. The library is also considering shutting the wireless down when the library is not open or changing the password more frequently. Laura will research what other libraries in the area do and will report at the next meeting.

9. Old Business:

There was no old business to discuss.

10. Next agenda items: 2012 Budget, Wireless Internet

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

12. Adjournment: Diane made a motion to adjourn at 7:06pm. Terry seconded and the motion carried.