

11345 North Cedarburg Road, Meguon, Wisconsin 53092

Minutes of the Board of Trustees March 13, 2013 Meeting Approved as of April 10, 2013

The Frank L. Weyenberg Library Board of Trustees' regular meeting was held on Wednesday, March 13, 2013 at 7:00 p.m. in the Tolzman Community Room.

I. Pledge of Allegiance

President Jill Miller led the Pledge of Allegiance.

II. Call to Order, Verification of Posting, Roll Call

President Jill Miller called the meeting to order at 7:04 PM.

Posting of notice as of March 11, 2013 was verified.

Trustees Present: Jill Miller, President; Stacey Names, Vice President; Mimi Rosing, Secretary; Drew Wallach, Treasurer; Brenda Richardson, Mary O'Hara Stacy, Jeridon Clark, Kim Beck and John Hawkins.

Trustee Absent: Mary Gielow.

Staff Present: Linda Bendix, Library Director and Craig Jacobson, Community Relations.

III. Announcements

A. Next Board Meeting on Wednesday, April 10, 2013 at the Frank L. Weyenberg Library.

IV. Public Comment (Limit of 5 min./person)

No members of the public were present.

V. Approval of Minutes

Kim Beck moved approval of the February 13, 2013 Board Meeting minutes. Brenda Richardson seconded. Motion carried.

VI. Financial Reports

- A. Action Item: Accounts Payable Statement for February 2013
 Drew Wallach moved approval of the February 2013 Accounts Payable Statement in the amount of \$39,633.07. John Hawkins seconded. Motion carried.
- B. Action Item: Acceptance of Donations for February 2013
 Drew Wallach moved approval of the Donations for February 2013 in the amount of \$4,346.95. Stacey Names seconded. Motion carried.

VII. Committee Reports

A. Finance

Drew Wallach reported that a regular Finance committee meeting was held. John Knepel, a representative from Baker Tilly was present to discuss the Library's future audit options. The committee also discussed building projects.

B. Advocacy

Mimi Rosing reported that a meeting was held to review library policies.

C. Personnel

Brenda Richardson reported that no meeting was held.

VIII. President's Report

Jill Miller had nothing additional to report.

IX. Director's Report

A. Library Operations Report

The statistical summary of library operations was included in the board packet. Electronic circulations now include Zinio, a service for circulating electronic magazines. The popularity of the self-check stations in the library continues to rise. In addition, the Foundation Fine Arts Series starts its 2013 season that month.

X. New Business

A. Action Item: Approval of the 2012 Department of Public Instruction Annual Report
The draft 2012 Annual Report was included in the Board Packet. The Board reviewed the
figures and discussed if the reporting of the Library's revenues and expenses was accurate.
The board determined that the figures in the Annual Report should reflect the actuality of
the accounting practices applied to the Library.

Drew Wallach moved to approve the 2012 Department of Public Instruction Annual Report, amended to reflect accurate financial reporting in Sections V and VII. Brenda Richardson seconded. Motion carried.

B. Action Item: 2013 Library Building Projects

The list of proposed Building Projects was included in the Board Packet. Drew Wallach reported that the Finance Committee had reviewed the proposal and recommended approval. The Board discussed the priority of the projects and indicated that the bathroom renovations were their primary concern. With that in mind, the Library should do everything in their ability to have the bathrooms completed before the Summer Reading Programs begin. Therefore the other proposals were deferred until the full scope of the bathroom renovations was known.

Drew Wallach moved to approve the renovations to the Library's bathrooms at an amount that is not to exceed \$70,000 total. Kim Beck seconded. Motion carried.

C. Action Item: Board Policy Review – Circulation Services

Mimi Rosing reported that the Circulation Services policy had been reviewed in the Advocacy Committee. They recommended minor changes to modernize the language as wel as make a small alteration to overdue fines.

Mimi Rosing moved approval of the revised Circulation Services policy. Drew Wallach seconded. Motion carried.

D. Action Item: Board Policy Review – Library Programs
Mimi Rosing reported that the Library Programs policy had been reviewed in the Advocacy
Committee. The policy was updated with a reflection on the attendee's cardholder status.

Mimi Rosing moved approval of the revised Library Programs policy. Mary O'Hara Stacy seconded. Motion carried.

E. Action Item: Board Policy Review – Computer and Internet Mimi Rosing reported that the Computer and Internet policy had been reviewed in the Advocacy Committee. The policy was last revised in 2008 and they saw no need to make any alterations at this time.

Mimi Rosing moved to reaffirm the Computer and Internet policy. Brenda Richardson seconded. Motion carried.

F. Action Item: Board Policy Review – Code of Conduct Mimi Rosing reported that the Code of Conduct policy had been reviewed in the Advocacy Committee. They saw no need to make any alterations at this time.

Mimi Rosing moved to reaffirm the Code of Conduct policy. Mary O'Hara Stacy seconded. Motion carried.

XI. Adjournment

There being no further business before the Board, Kim Beck moved to adjourn; Stacey Names seconded. Motion carried and the meeting adjourned at 8:52 p.m.

Respectfully submitted, Craig Jacobson, Community Relations Associate