

Library Board Meeting
Wednesday, September 26, 2012
7:00 a.m.
Library Meeting Room

Open:

Guest and Public Comments:

Approval of Minutes: August 1, August 8, August 22, 2012

Treasurer's Report:

- Approval of library bills

Director's Report:

- Resolution of Personnel issue
- Budget Update/Discussion - Library Fund Balance
- ILS Contract
- Possibility of hiring/retaining substitute librarians
- Wages discussion for current staff (i.e. new hires vs. long-time staff)

Personnel Committee Nomination

ILS Technology Contract Review

Review of open and closed meeting regulations/ Walking quorum

Future Agenda Items:

Mount Horeb Public Library Board
DRAFT Meeting Minutes
Wednesday, September 26, 2012
7:00 am
105 Perimeter Road, Library Meeting Room

Present: Wayne Anderson, Dave Boyden, Jessica Gunby, John Kuse, Ben Lizdas, Karla Ott, George Sievers, and Teri Vierima, as well as Library Director Jessica Williams

Absent: none

Anderson called the meeting to order at 7:05 am.

Guest and Public Comments

No guests were present.

Approval of the Minutes

Kuse moved, Ott seconded, and the Board approved acceptance of the August 1, 8, and 22, 2012, minutes.

Treasurer's Reports

Approval of library bills is underway, Boyden reported. He noted that he will be examining the bills a couple of times a month, looking for efficiencies as he does. He also plans to meet with the Village Administrator to discuss categorization of some expenses. Ott moved, Kuse seconded, and the Board unanimously approved the Treasurer's report.

Director's Report

- Williams reported that a conflict resolution meeting has been held with a disgruntled employee and that future performance issues will be monitored.
- Williams also gave an update on library programs and the October Friends of the Library Book Sale, which will be held in the library this year.
- Interviews for the position of Circulation Supervisor and Reference Librarian will be held this week.
- Other than the budget/update discussion, the remaining items on the agenda under Director's report were not addressed at this time.

Budget Update/Discussion

The major item of discussion under the Director's Report was the 2013 budget. The topics of discussion included the statutory responsibilities for determining the budget, the salaries for library staff, and the level of the library fund balance. With respect to the latter, the Village Administrator, in making his recommendations for Village funding of the library, had recommended that 4% increases for library staff be taken from the current fund balance, rather than considered as an operating expense. Board members disagreed with this approach, deeming the maintenance of a fund balance as wise fiscal management. Williams, with Anderson's assistance, agreed to put together a budget that

maintains the fund balance and takes the wage increases from operating expenses. Anderson recommended a meeting with the Village Administrator to discuss this matter. Board members were also encouraged to attend the meeting of the Village Finance Committee this evening.

Personnel Committee Nomination

Vierima moved, Kuse seconded, and the Board unanimously approved the addition of Anderson to the Personnel Committee.

ILS Technology Contract Review

Williams reported that the contract for next year has been signed. Kuse said that the review process did not favor the libraries and he would like to see a more balance contract next year.

Review of Open and Closed Meeting Regulations/Walking Quorum

This item on the agenda was not addressed at this meeting.

After a motion by Vierima and second by Kuse, the meeting was adjourned at 8:07 am.

Respectfully submitted,
Teri Vierima, Secretary