

Library Board Meeting/Budget Planning
Tuesday, March 12, 2013
7:00 a.m.
Library Meeting Room

Open:

Library Governance

Budget Planning

Library Vision/Long and Short Term planning

Adjourn to executive closed session as allowed by WI State Statute 19.85(1)(c) to consider and discuss personnel matter(s).

Reconvene to open session for any action regarding closed session.

Mount Horeb Public Library Board
DRAFT Meeting Minutes
Tuesday, March 12, 2012
7:00 am
105 Perimeter Road, Library Meeting Room

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

Absent: Jessica Gunby

Anderson called the meeting to order at 7:03 am.

Library Governance

It was made clear that the Library Board has control over the spending of library funds.

Budget Planning

To date, Kuse noted, the Village Board has assigned care of the library building to the Library Board, but this relationship needs to be clarified and formalized, he said, by way of introduction to the topic. The Board reviewed how and by whom building maintenance costs are charged. Both the village and the library currently charge expenses to the library's Account 240. Board members discussed possible agreements, such as giving responsibility for individual building maintenance expenses over \$5000 or a total of \$25000 per year to the village. The issue, members agreed, is really the management of the library fund balance, which is now about \$90,000 (~11% of the budget).

Kuse suggested that Williams consult with Laurel Grindle, who manages village property, on a budget plan for the library, including the need for a new roof, so that we can make realistic budget projections. He also suggested that the operating budget include growth.

The Board will attempt to schedule a meeting with the Village Board or its Finance Committee sometime in May.

Adjourn to Closed Session

Ott moved, Vierima seconded, and the Board approved a motion to go into closed session as allowed by WI State Statute 19.85(1)(c) to consider personnel matters.

Reconvene to Open Session

After a motion by Vierima and second by Ott, the meeting was adjourned at 8:09 am.

Respectfully submitted,
Teri Vierima, Secretary

**Library Board Meeting
Monday, March 27, 2013
7:00 a.m.
Library Meeting Room**

Open:

Guest and Public Comments:

Approval of Minutes: February 27, 2013

Treasurer's Report:

- Approval of library bills

Director's Report:

- SWWAP Group
- Preparation for spring budgeting discussion
- Painting Bids, Building Inspection information
- Basic Budgeting Class via UW-extension

Budget Planning

Library Vision/Long and Short Term planning

Performance Appraisal Discussion

Adjourn to executive closed session as allowed by WI State Statute 19.85(1)(c) to consider and discuss personnel matter(s).

Reconvene to open session for any action regarding closed session.

Mount Horeb Public Library Board
DRAFT Meeting Minutes
Tuesday, March 27, 2013
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.

Approval of February 27 and March 12, 2013, minutes

With a motion from Kuse and second from Ott, the minutes were approved with corrections.

Treasurer's Report

- The library bills have been approved.
- Boyden reported that the Endowment Fund balance at the end of February was \$114,387, and noted recent donations. Both Williams and Cheryl Sutter of the Village have access to the account, he said. Williams said she will draft a formal thank-you letter for future donations.

Director's Report

- Williams reported on a request from the SW Wisconsin Area Progressives to have a booth at the library on election day. The Board agreed that this would not be appropriate.
- Williams briefed the Board on preparations for the spring budgeting discussion.
- Laurel Grindle of the Village has suggested to Williams that NCI Roberts be contacted for a building inspection and maintenance plan, which she has done and which the Board approved. Williams distributed to the Board bids that have been received for painting the library interior and for inspection and improvement of the ceiling insulation.
- Williams brought the Board up to date on filling the vacant staff positions, and on recent library programs.

Budget Planning

This item was not discussed.

Library Vision/Long- and Short-Term Planning

It was suggested by Anderson that short-term planning cover the next 2 years and long-term planning the next 5 years. Items should include things like building maintenance, transition from paper to digital, and library hours. The Board, library staff, and clients should be consulted. Kuse also suggested consulting industry experts for their long-term vision.

Performance Appraisal Discussion

Kuse reported that he will be convening a Personnel Committee meeting in the near future.

Adjourn to Executive Closed Session

The Board had no need at this time for a closed session.

A brief discussion of the library's responsibilities for making unemployment payments took place, and Boyden agreed to get some clarification as to whether these payments come from the Library or Village budgets.

After a motion by Ott and second by Sievers, the meeting was adjourned at 8:02 am.

Respectfully submitted,
Teri Vierima, Secretary