

**Library Board Meeting
Wednesday, August 28, 2013
7:00 a.m.
Library Meeting Room**

Open:

Guest and Public Comments:

Approval of Minutes: July 24, 2013

Changing Library Board Meeting time

Demonstration of Square (George Sievers)

Treasurer's Report:

- Approval of library bills

Director's Report

- Updated Endowment Brochure
- Chamber network social at the library
- Year end summer programming numbers
- Website redesign bids

Redesign the website via professional web-designer

Wireless printing at the library

Implement e-commerce into fines / printing payments

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

Wednesday, August 28, 2013

7:00 am

105 Perimeter Road, Library Meeting Room

Present: Jessica Gunby, John Kuse, Ben Lizdas, Karla Ott, George Sievers, Paula Craft, Dave Boyden and Deb Klein, as well as Library Director Jessica Williams

Absent: none

Kuse called the meeting to order at 7:00 am.

Guest and Public Comments

No Guests were present.

Approval of July 24, 2013 Minutes

With a motion from Ott, second from Lizdas, and unanimous approval of the Board, the minutes were approved.

Library Board Meeting Time

Discussion was had regarding alternative times Board members would be available to meet that would allow for a greater number of members to be present for the duration of the meeting. There were no evening times that worked for all members. After further discussion, Sievers moved that beginning next month, the Library Board meetings should be held the fourth Thursday of the month at 7 am. Ott seconded and with unanimous approval of the Board, the motion passed.

Demonstration of Square

Sievers presented and demonstrated how the Square can be used as an attachment to any ipad, iphone, or similar device as a means of swiping debit and credit cards. The device is free, there is no monthly fee, and a 2.75% fee is collected per transaction. Transactions must be greater than or equal to \$1.00. A receipt can be emailed or texted to the patron and a copy is emailed to the library. The library would also have access to a daily report of transactions that could be used as communication with the Village to itemize funds collected by card use.

Board members discussed the benefits of offering debit and credit card use as a means to pay for overdue fines, lost items, and printing. Only one other system library currently accepts card payments and their revenues were seen to increase due to patron convenience. The MHPL currently has an ipad that is available for designated use in this capacity. The benefits of trying the service appeared to outweigh the possible negatives, including the learning curve associated with staff training and that monies due to other system libraries would still need to be paid by check. Kuse volunteered to be the responsible party under a Square account for the library.

Ott moved that the library pursue taking credit card payments for copying, fines, and lost items greater than \$1.00 pending coordination with the village and creation of internal procedures. Gunby seconded and the motion passed with unanimous approval of the Board. Williams will proceed with opening an account and drafting internal procedures.

Treasurer's Report

- Boyden reported that we are currently at 54% of expenditures, which is less than the projected 58% for this point in time. The decrease in expenditures is due to the library being under staffing capacity at this time.
- Boyden noted that we are currently above budget on the Software/Tech. and Summer Library Program line items. The former is due to the need for contract renewal this year and the latter due to supplemental income from donations for the program.
- In addition, Boyden noted that the Gain/Loss on Investment, which is from the Endowment Fund, should not be in the Operating Budget.
- The library received a credit on the Tax Prep Fees assessed by the State Bank of Cross Plains (SBCP) on the Endowment Fund, as we are a nontaxable entity.
- Boyden has been examining the Endowment Fund, currently managed by the SBCP, and has found that it is in need of rebalancing.

Boyden motioned that the board recommend re-balancing of the Endowment Fund to the State Bank of Cross Plains. Kuse seconded and the motion passed with unanimous Board approval.

Boyden will move forward with discussing annual to semi-annual examination of the Endowment Fund and re-balancing with the wealth manager at SBCP. More frequent re-balancing may be prudent and increased communication, via quarterly emails, will be requested as well.

Director's Report

- The director shared statistics for the children's summer programs (which grew by 28%) along with the highlights of the adult programs.
- Williams distributed the updated library brochure. She will have it available for the Chamber Social on Thursday, September 26th. Williams wants to schedule a meeting with Chamber reps. to discuss how best to run the event.
- Williams shared that the library now has new computer lab chairs thanks to the Friends of the Library.
- Williams advised that the library was due for its annual carpet cleaning. Since she has been dissatisfied with the last few years' cleaning, she requested three competitive bids for the service. She asked if she needed board approval to go ahead with the processes. Kuse noted that it was a budgeted item and a competitive bidding process was utilized, so it was in her purview to select the vendor. Sievers mentioned a company he used as a potential option and Ott suggested that the director check service provider references. Williams will get a follow up quote with the new company and will send her resolution to the board.

Website Redesign via Professional Company

- Williams informed the board about some of the vendor options she was evaluating, along with the pros and cons of performing a website redesign.
- Sievers stated that he would like to do the redesign, however he could not support the upgrade at the \$7500-\$8000 price tag. He shared his experience with Wordpress and thought there may be alternatives to the vendor list.
- Boyden agreed the price tag seemed excessive and suggested looking to groups/students such as MATC or the High School as a potential low cost options.
- Lizdas pointed out that web was heavily used and an integral part of the library service, and had some concerns about utilizing a low cost designer. He suggested Williams speak with his wife, who works at a non-profit that faces similar website budget design constraints.
- Williams will do more homework on the issue and address in future meetings.

Wireless Printing

- Tabled for next meeting

Adjourn to Closed Executive Closed Session as allowed by WI State Statute 19.85(1)(c) to consider and discuss personnel matters.

None

After a motion by Ott and second by Lizdas, the meeting was adjourned at 8:05

Respectfully submitted,
Jessica Gunby