

**Library Board Meeting  
Thursday, February 27, 2014  
7:00 am  
Library Meeting Room**

**Open:**

**Guest and Public Comments:**

**Approval of Minutes:** January 23, 201~~4~~4

**Treasurer's Report:**

- Approval of library bills

**Director's Report**

**\* 2013 Annual Report**

**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.

**Future Agenda Items: Director's Evaluation**

**Mount Horeb Public Library Board**  
**DRAFT Meeting Minutes**  
**Thursday, February 27, 2014**  
**7:00 am**  
**105 Perimeter Road, Library Meeting Room**

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

**Absent:** Jessica Gunby and Ben Lizdas,

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

**Guest and Public Comments**

No Guests were present.

**Approval of Minutes from November 20, 2013 (Regular and Closed Sessions)**

After noting a correction on page one under the Director's Report (changing the circulation decline from 5000 to 12000) Ott motioned, with a second from Craft, and unanimous approval of the Board, the minutes were approved for January 23, 2014.

**Treasurer's Report**

Boyden reported that the endowment fund continues to have a solid performance and compared to the returns of the Community Foundation there's been significant out performance. He shared that the lead portfolio manager has been away due to illness, but that he personally watches the funds closely. He also shared that our expenses for 2013 were under budget.

**Director's Report**

Williams shared the Annual Report with the board. She discussed steps that were being taken to address the decline in circulation, e.g. more aggressive weeding of old materials and more consistent purchasing of new materials, marketing materials more effectively, expanding and rebranding the "lucky day" collection and expanding teen programming. Ott asked the Director to expand on the weeding process. Williams shared that both outdated and heavily used materials were being identified and replaced. Sievers mentioned the need to show increasing check outs in order for the village to feel its getting a benefit from its funding. The Director did share the proactive methods used to identify customer preferences, such as the Library Journal and Booklist, Facebook suggestions and hold reports from SCLS. Boyden pointed out that increased programming should also be noted and shared with the village. He also thought it would be valuable to capture data on the use of community rooms by the public. Williams also explained that some of the shortfall might be due to the change in the SCLS circulation schedule.

Williams discussed the impending kickoff of the seed library along with the belief there would be an article in the Mt Horeb Mail regarding the program in the upcoming week.

The Director shared a little information regarding the Driftless Area Land Conservancy program and how they may better support our community. There will be more information to come.

Lastly, Williams began discussion regarding the Death by Chocolate bake off and if it fits into our mission as a library. Additionally, the library's mission statement was shared and a discussion about potentially updating it ensued. It was suggested that the mission statement could be a topic next month's meeting.

After a motion by Ott, seconded by Kuse and unanimous approval the Board, the meeting was adjourned at 8:15 am.

Respectfully submitted,  
John Kuse