

**Library Board Meeting
Thursday, May 22, 2014
7:00 am
Library Meeting Room**

Open:

Guest and Public Comments:

Approval of Minutes: April 24, 2014

Treasurer's Report:

- Approval of library bills
 - Endowment fund discussion / Dave Boyden
 - Financial management
 - 501c3 status
 - Fundraising

Vote on self-checkout vendors - - authorize money to be spent from Technology fund

Discuss Outdoor Lighting

Director's 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

Library Board Meeting
Thursday, May 22, 2014
7:00 am
Library Meeting Room

Open: Meeting called to order by President John Kuse. Present were Kuse, Sievers, Craft, Boyden, Ott and Library Director Jessica Williams. Klein arrived at 7:10. Gundry was absent. Future Board member Linda Bullette was present and introduced. She will be appointed at the next Village Board meeting. All present gave brief bios to introduce themselves to Linda.

Guest and Public Comments: None.

Approval of Minutes: April 24, 2014 Ott moved, Sievers seconded, unanimously approved.

Treasurer's Report:

Approval of library bills

- Endowment fund discussion / Dave Boyden: This fund is not performing up to benchmark standards. Discussion as to staying local with a bank who does better reporting and is more responsive. In comparison, St. Bank of Cross Plains still has not refunded our tax prep fee. T. Rowe Price or Vanguard would be non-local options. Ott commented that the reasons to stay local are good will and support. St. Bank of Cross Plains is giving us neither plus is providing mediocre performance. Dave will obtain a model/proposal from Farmers Savings Bank for the next meeting. Sievers thank Boyden for his work on this matter.
- - Financial management- Boyden and CPA Bill Thousand have been reviewing cash controls, discussion of ways to track cash including using a cash register or entering data on Square. Sievers indicated a cash register would cost \$100-\$150 and sequential receipts can be very helpful in tracking. Jessica has moved to using an Excel spreadsheet, fines have never been tracked under the new system with Koha. Koha has reporting issues in general.
 - 501c3 status-Karla sent out a report via email. We are already a tax deductible entity without 501c3 status. Cost, issues such as bonding and an additional board for a 501c3 make this less attractive at present.
 - Fundraising-the Board will look to more fundraising, including grant writing for special items like lighting. Sievers pointed out that the Board needs to hit up 3M and Gordon Flesch for support.

Vote on self-checkout vendors-authorize money to be spent from Technology fund-There is currently approximately \$36,000 in the Technology Fund. After the demonstration by 3M and checking with other Libraries, 3M offers the best contract and

lock-in of technical support costs for 6 years with the first year being free. SCLS will work with the Libraries moving to 3M from Bibliotecha, but they cannot get to it until July. Waunakee and Pewaukee both use 3M and are pleased. Boyden made a motion to purchase new checkout machines and support from 3M for \$16,047.00 to come out of the Technology Fund when funds are available. Klein seconded the motion. Unanimous vote in favor.

.Discuss Outdoor Lighting-Kuse is checking with Rotary on fundraising potential. Sievers spoke with Village Administrator Ross who indicated that lighting would need to be a capital budget request submitted for Village budgeting with all other capital expenditure requests. Williams stated that the Graybar representative estimates 10 lights are needed for equal spacing. A proposal for additional parking lot lights will be submitted as well. LED lights will be cheaper to operate, but will not match the current lights exactly.

Director's Report-a written report was submitted. Next year's contribution to the digital buying pool will be \$3,000. The proposed policies will be discussed at the June meeting.

Adjourn to executive closed session as allowed by WI State Statute 19.85(1)(c) to consider and discuss personnel matter(s). There was no need to adjourn.

Reconvene to open session for any action regarding closed session.

Future Agenda Items: Director's Evaluation

Next meeting-June 26 at 7 am. Boyden and Klein will be absent.

Motion to adjourn by Ott, seconded by Klein, all voted in favor.