

**Library Board Meeting Minutes**  
**Thursday April 25, 2019**  
**7:00 am**  
**Library Meeting Room**

**Present:** Boyden, Bullette, Craft, Jackson, Leary, Ott, Salerno, Student Rep. Sarah Fritz and Director Williams

**Guests and Public Comments: None**

Welcome Jessica Jackson as new Village Board representative, Trustee orientation session scheduled for Tuesday, April 30 at the Library

**Approval of Minutes:**

**Motion to approve minutes from March 28, 2019 was made**

**Motion was seconded**

**Result of Vote-all in favor with 1 abstention as not present at last meeting**

**Treasurer's Report:**

- Approval of library bills – all bills approved and up date,
- Endowment Fund update – fund is up due to market increase after period of stagnation, discussion of whether there is an Endowment Spend for this year because of low returns in 2018

**Director's Report-** 8<sup>TH</sup> Grade visits with scavenger hunt went well

IC will be doing a practice evacuation this morning-Library is one of the evacuation sites

**Motion** (last month voted to opt in to Retention schedule with Crosswalk exceptions) when submitted, Williams was informed that needed to adopt the Retention Schedule in a different manner if adopted with exceptions

**Motion to opt in to the General Records Schedule for Wisconsin's Public Libraries and Public Library Systems and Related Records in its entirety was made**

**Motion was seconded**

**Result of Vote-all in favor**

**Review & Discuss**

Proposal from The Employer Group, the cost will be \$900, can take from travel and training budget rather than Fund Balance. Discussion about what factors should be considered in the wage study both in Libraries in general and in comparison to Village employee wages in other departments

**Motion to approve an additional \$975 for contract with Employer Group to complete ongoing work and wage study, with funds to come from the Travel and Training Budget, Line 335, was made**

**Motion was seconded**

**Result of Vote- all in favor**

Fines-Fitchburg and Verona went fine free this year, MH getting push back from customers about why we still charge fines, staff are spending a lot of time dealing with customers on this, Madison has said will never go fine-free. Our fines are \$.20/day, Madison fines are \$.25/day

Revenue is about \$13,000/year can offset lost revenue by raising cost of color printing, need new coin op. to do that, can also increase fax fees (currently \$.50/page, Fed Ex charges \$1.50 for first page and \$1.00/page of additional pages Children's books account for \$4,000-\$5,000/year, Lucky Day brings in about \$500/year

If you are 28 or more days late, the System charges for cost of item and presumes it lost

Discussion of how to encourage customers to return materials in a timely manner, use renewals, educate the public about how to avoid fines

**Future Agenda Items-** Fine Education materials

**Next Meeting: May 23, 2019 at 7 am**

**Motion to Adjourn made at 8:00am**

**Motion was seconded**

**Result of Vote-all in favor**