**MEETING of the**

**WYOCENA PUBLIC LIBRARY**

**BOARD of TRUSTEES**

Wyocena Community Center

165 E. Dodge St., Wyocena

Community Room

April 21, 2015

5:15P.M.

**Minutes**

A. Meeting called to order at 5 15 by Gus Knitt

B. Roll Call— Members present were: Linda Balsiger (County), Jim Burmeister (County), Patty Jacobson (Village), Gus Knitt (School), Gil Kuzera (Village), Jean Porter (Village), and Kristyn Sommers (Library Director). Absent: Michael Fansel (Village).

C. Disposition of March 17, 2015 Meeting Minutes—Movement to approve by Jean Porter, seconded by Linda. Motion passed.

D. Appearances/Recognition of Visitors—None.

E. Financial Report—Delivered by Jim, movement to approve by Jean, seconded by Patty. Motion passed.

F. Action on Bills— Motion to approve bills by Jim, seconded by Jean. Motion passed.

G. Communications-- Linda distributed updated contact sheet with volunteer and substitute information to members.

H. Director’s Report--Kristyn delivered report. Highlights of report: Story/craft times for kids have been successful, next times are April 25 and May 30, both at 10am in the library. Kristyn attended the Columbia County Library Board and Directors’ meetings at the Kilbourn Library in the Dells where she learned about issues facing member libraries and also opportunities and programs they are offering their patrons. The next Columbia County Board meeting will be held Friday May 15th, 9am, in the Wyocena Community Room. Kristyn has continued to meet with staff from South Central Library System for training/orientation.

I. Friend’s Report— Jean delivered report. Friends’ Election Day chili sale in the library was a success. She will ask Friends about donating funds to purchase items for the Library at their next meeting (May 21 4pm in library).The Friends are working on organizing their annual Memorial Day weekend book sale and raffle.

J. Old Business

a. Inventory Report— No updates to report. Kristyn is still working on documenting serial numbers of larger technology items. May delegate task to volunteer or staff member. Motioned by Linda to table, seconded by Jean. Motion passed.

b. Library Director Job Description Revision—Linda described changes she made to the job description. Trustees made suggestions for further updates. Motioned to approve with revisions by Jim, seconded by Jean. Motion passed.

K. New Business

a. Review of budget— Motion to table for May agenda by Jean, seconded by Patty. Motion passed.

b. Friends’ donation to library budget— Motion to table for May meeting by Jim, seconded by Jean. Motion passed.

c. Substitute circulation desk worker pay rate and approval of substitute workers— Motion to table for May meeting by Jean, seconded by Patty. Motion passed.

d. Circulation worker volunteers—Motion to table until May meeting by Patty, seconded by Gil. Motion passed.

e. Discuss Summer Reading Program (e-books as prizes)—Jean moved to allow use nooks for summer reading prizes, seconded by Patty, motion passed.

f. Goals for Library Director—6 month review scheduled for July where goals will be set and discussed.

g. Orientation/information packets for trustees—Discussed inclusion of “Trustee Essentials,” Bylaws, and Policies in the packet. Motion to table for next meeting by Jim, seconded by Jean. Motion passed.

h. Adjournment— Motion to adjourn at 6:32pm by Jean, seconded by Patty. Meeting adjourned.

**Next Meeting: Tuesday, May19, 2015at5:15P.M.**

Requests made by persons with disabilities for assistance in participating in this meeting should be made to the Library at (608)429-4899, with as much notice in advance as possible.