**MEETING of the**

**WYOCENA PUBLIC LIBRARY**

**BOARD of TRUSTEES**

Wyocena Community Center

165 E. Dodge St., Wyocena

Community Room

**May 26, 2015**

**5:15 P.M.**

**Minutes**

1. Meeting Called to Order by Gus at 5:15pm.
2. Roll Call: Present were: Linda Balsiger (County), Jim Burmeister (County), Michael Fansel (Village), Patty Jacobson (Village), Gus Knitt (School), Gil Kuzera (Village), Jean Porter (Village), and Kristyn Sommers (Library Director).
3. Disposition of last meeting’s Minutes—motioned to approve by Gil, seconded by Jean. Motioned passed.
4. Appearances/Recognition of Visitors—None.
5. Financial Report—Jim delivered report. Motioned to approve by Gil, seconded by Jean. Motion passed.
6. Action on Bills—Motioned by Gil to approve, seconded by Jean. Motion passed.
7. Communications—Linda pointed out that the revised and approved job description was printed for each trustee. She handed out the 6-month evaluation form for the library director to all trustees and Kristyn (the director). She instructed each trustee to complete the form and return them to herself before the next meeting.
8. Director’s Report—Kristyn gave the report. Highlights of report: new books purchased at Scholastic book fair, library story times going well, planning for the Summer Reading Program and special performances. The board decided that Kristyn should get approval before applying for business credit cards for library purchases and Kristyn agreed.
9. Friend’s Report—Friends will help fund an additional summer reading program, and replacing 2 library patron computers
10. Old Business
    1. Inventory Report—Remember to add the projector to list as donated. Mark projector with donation sticker. Director will update inventory list with computer barcodes and may give Lori (Village Clerk) a copy. Will print off draft for trustees to approve at next meeting.
    2. Review Budget/Account adjustments—Gil delivered report. He passed out income/expense report showing amount of funds left in each budget line item for the year. The Friends may use their funds to help offset some funding issues. Review Budget/Account Adjustments is to be put on every meeting agenda until further notice.
    3. Substitution circulation desk worker pay rate—$8.25 motioned to pay substitute worker by Jim, seconded by Gil. Motioned passed. Discussed that basic background checks should be required for all employees and be made by the director.
    4. Requirements for library volunteers—Motion made that CCAP background checks are required for all library employees and volunteers, to be performed by library director. If additional background checks are required, library director will contact the village police department. Motioned by Jean, seconded by Patty. Motion passed.
    5. Orientation/training packet for trustees—Motion that library board work on creating this orientation/training packet for trustees (Trustee Essential Handbook, Policies, and Bylaws) by Jim, seconded by Linda. Kristyn will make copies of Library Policies for trustees at next meeting.
11. New Business
    1. Discuss trustee term/appointment—No new trustees appointed, no trustees leaving the board. Trustees’ terms renewed.
    2. Discuss 2016 budget—Gus reported that Lori, Village Clerk, wants the library budget by the end of August so the Village can finalize their budget in September. The 2016 budget will be discussed at the next meetings.
12. Adjournment—Motioned to adjourn at 6:22pm by Jean, seconded by Patty. Motion passed.

**Next Meeting: 16 June, 2015 at 5:15 P.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.**