**MEETING of the**

**WYOCENA PUBLIC LIBRARY**

**BOARD of TRUSTEES**

Wyocena Community Center

165 E. Dodge St., Wyocena

Community Room

**March 17, 2015**

**5:15 P.M.**

**Minutes**

1. **Call to Order**—Meeting called to order by Gus at 5:15
2. **Roll Call**—Trustees present were: Linda Balsiger (County), Jim Burmeister (County), Michael Fansel (Village), Gus Knitt (School), Gil Kuzera (Village), Jean Porter (Village), and Kristyn Sommers (Library Director). Absent: Patty Jacobson (Village)
3. **Disposition of February 17, 2015 Minutes**—Motioned to approve by Gil, seconded by Jim, motion approved
4. **Appearances/Recognition of Visitors**—None
5. **Financial Report**—Jim delivered the report, requests updated February SCLS Foundation report, Kristyn will send this to him monthly to include in his report in the future. Jean motioned to approve, seconded by Linda, motion passed.
6. **Action on Bills**—Jean motioned to approve, seconded by Linda, bills approved.
7. **Communications**—Linda contacted about Bank of Poynette, received donated for Friends of the Library of $500. Linda wrote letter of thanks to the Bank, trustees signed it. Gus and Linda met with Kristyn on March 10 to talk mainly about scheduling. March 12, Linda received a call from Jane Breuer about her medical issues affecting library scheduling.
8. **Director’s Report**—Kristyn delivered the report: She announced she would be holding a story and craft activity Saturday March 28 in the library with the help of the Friends. She has begun taking books to the Health Care Center twice a month and has been checking all materials out to the Center. She has updated the library website and Facebook page. She has created a short survey to gauge community interest in activities offered at the library. She completed the 2014 Annual Report and is working with Pardeeville Library for the Summer Reading Program. She is meeting Dave Kreklow of the Pardeeville Library about his becoming a substitute desk worker. The Board will discuss a wage for substitute circulation workers at the next meeting. Marilyn S. from the Friends also offered to volunteer in the library. Kristyn was going to attend the Columbia County Library Board meeting Friday March 20th at the Kilbourn Library in the Dells. It was decided that non Friends-related cash from fees and fines would be deposited into the proper Library account and $10 out of the “Miscellaneous” account would go towards Kristyn’s Grade II Librarian Certification fee.
9. **Friend’s Report**—No report. Friends will meet on Thursday March 19 at 4 in the library.
10. **Old Business**
    1. **Inventory Report**—Kristyn is continuing to work on it—may delegate some work to circulation workers, such as copying bar codes off computers to record in the report.
    2. **Library Director Job Description Revision**—Kristyn printed copies of the Department of Public Instruction’s job description for the Library Director. Linda reported on her progress in editing the Wyocena’s description. Trustees will review the draft. Will be added to the April agenda as Discussion/Action, and discussed at that meeting.
11. **New Business**—Mike will not be at the next meeting, suggested making donation for Director’s fuel fund to allow Kristyn to have reimbursement for driving to required meetings outside of Wyocena.
12. **Adjournment**—Motioned by Gil to adjourn, seconded by Jean. Adjourned at 6:18.

**Next Meeting: Tuesday April 21, 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.**