**MEETING of the**

**WYOCENA PUBLIC LIBRARY**

**BOARD of TRUSTEES**

Wyocena Community Center

165 E. Dodge St., Wyocena

Community Room

**February 17, 2015 5:15 P.M.**

**Minutes**

1. **Call to Order**—The meeting was called to order by Gus at 5:16
2. **Roll Call**—Trustees present were: Linda Balsiger (County), Jim Burmeister (County), Michael Fansel (Village) Patty Jacobson (Village), Gus Knitt (School), Gil Kuzera (Village), and Kristyn Sommers (Library Director). Absent: Jean Porter.
3. **Disposition of January 20, 2015 Meeting Minutes**—Linda made correction: Friends report should be read to say Jean and Patty shared Friends Report. Motion to approve minutes as amended made by Jim, seconded by Gil, motion carried.
4. **Appearances** –None
5. **Financial Report**—Jim delivered report. Gil made motion to approve report, seconded by Linda, motioned carried.
6. **Action on Bills**—Gus discussed itemized list of library bills submitted by Kristyn, which will be taken out of 2015 library budget. Staples bill will come out of 2014 budget. Gil motioned to approve bills, Mike seconded, motion carried.
7. **Communications**—Linda sent email to all Board members with 2015 proposed budget and supplied everyone with updated info sheet on Board members and other key people. Linda gave info on how applicants heard about job opening: One applicant heard about job posting from *Pardeeville Shopper*, one from UW school of Library info, one employed here, one *Rio Shopper*, one weblog on UW Madison. Linda and Gus met with Kristyn to talk about accounts, employment/new hires, budget/purchases, and other concerns. Mike brought up the question of how much money is left in the money drawer in the library—Kristyn will look into this for next meeting. The Library is responsible for $275 re-keying of the library keys. Gus will ask Lori, the Village Clerk, for quarterly reports of library expenditures.
8. **Director’s Report**—Kristyn delivered Report. Suggestion by Patty for the Report to also include last year's circulation numbers on future reports. Kristyn reported that she is enrolled in her Library Administration Course online through the UW, which is the first of 4 classes needed for her temporary Librarian certification. She met with Jean Anderson of South Central Library System and is working on updating the library websites. She met with her assigned SCLS mentor—Jenny Tallman, director of Cambria Library. Kristyn reported that the Library’s expected reimbursement from Columbia County for 2015 is $9,625.
9. **Friends’ Report**—Patty gave report, Friends updated laptop for Kristyn, will do chili dinner for Election Day event, discussed spring event but decided against it, and are looking at rescheduling Friends meetings.
10. **Old Business**
    1. **2015 Budget**—We now have a final budget, balanced and submitted by Gil. Gil pointed out the budget included the $1,000 donated by the Friends.  Library Board members voiced appreciation to the Friends for the donation and to Gil for his work on the budget. Movement by Jim to approve, seconded by Linda, motion carried.
    2. **Inventory Report**—Mike and Patti made suggestions for improvement of inventory. Kristyn will work to continually update and organize the inventory list.
    3. **Annual Report**—Kristyn reported that a draft of the report had been sent in to SCLS for approval and she was working on the final edits.
    4. **Library Director Job Description Revision**—Linda gave a report about updates/edits to the job description. She asked the Board for input for further revisions. Will be discussed further at March meeting. Kristyn will ask the Director of the Cambria Library for their Job Description, to be shared at the next mtg.
    5. **Adjourn to Closed Session under State Stat. 19.85 (1)(c) considering employment, promotion, compensation or performance evaluation**—Patty motioned to move to closed session at 6:15, Jim seconded, motion passed with vote of 6-0. i. Library Staffing ii. Review/approve minutes of November 18, 2014 Closed Meeting Minutes and December 9, 2014 Special Meeting/Closed Meeting Minutes—Board came into open session at 6:38pm.
11. **New Business**—none
12. **Adjournment**—Jim motioned to adjourn, seconded by Gil, motioned passed. Meeting adjourned at 6:39pm

**Next Meeting: Tuesday, March 17, 2015 at 5:15 p.m.**

**Requests 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. Thank you.**