

Library Board Meeting
Thursday, January 23, 2014
7:00 am
Library Meeting Room

Open:

Guest and Public Comments:

Approval of Minutes: November 20, 2013

Treasurer's Report:

- Approval of library bills

Director's Report

Lighting for Library Walkway

Library customer complaint

Adjourn to executive closed session as allowed by WI State Statute 19.85(1)(c) to consider and discuss personnel matter(s).

Reconvene to open session for any action regarding closed session.

Future Agenda Items: Director's Evaluation

Mount Horeb Public Library Board
DRAFT Meeting Minutes
Thursday, January 23, 2014
7:00 am
105 Perimeter Road, Library Meeting Room

Present: Paula Craft , Jessica Gunby, John Kuse, Karla Ott, George Sievers, , as well as Library Director Jessica Williams

Absent: Dave Boyden, Ben Lizdas, Deb Klein

Kuse called the meeting to order at 7:02 am.

Guest and Public Comments

No Guests were present.

Approval of Minutes from November 20, 2013 (Regular and Closed Sessions)

With a motion from Ott, second from Craft, and unanimous approval of the Board, the minutes were approved for both the Regular and Closed sessions from November 20, 2013.

Treasurer's Report

Williams reported in Boyden's absence that the endowment account return is at \$23,491 (21.5%, after fees). Bills were approved for the past month prior to this meeting date.

Director's Report

Williams reported that work continues on the Annual Report. She expressed concern that there is a decline in circulation of about 5,000. This may be due to more customers picking up hold items at the new Fitchburg location. In addition, total wireless session in 2013 were over 15,000 (compared to 6,000 in 2012). Final numbers will be reported at the February board meeting.

Williams held the first Staff In-Service of the year and highlighted short-term goals, including building up the collection by the librarians and tackling small projects by the clerks. Additional brainstorming was devoted to how the library space could better be utilized. A building walk-through with library board members will be scheduled in the future as a continuation of this discussion. Per board input, thought will also be dedicated to putting the technology fund toward redesign of the computer lab, instead of RFID at this time.

The FOL will assist with reconfiguring the circulation desk for additional data ports, better/safer computer placement, and cosmetic touch ups in 2014.

Williams has instituted a monthly meeting with scheduled Help Desk librarians to prioritize tasks and streamline patron interaction protocol for improved cohesiveness.

Lighting for Library Walkway

Williams has received quotes from BJ Electric for 3 and 4 fifteen foot pole lights for the walkway. Solar lighting is not an option due to harsh winter conditions and poor longevity. The goal is to match the style of the parking lot lights, achieve a safe level of lighting, and not create a nuisance for the neighboring houses. Safety is the main concern. Discussion lead to consideration of additional parking lot lights as well for along the far side of the lot where staff park and walk to their cars after dark. The next step is for Williams to pass these quotes and requests on to the Village and see when such capital improvements can be scheduled.

Library Customer Complaint

A library patron submitted a letter to the board asking for consideration of a policy to ban customers from wearing perfume in the computer lab, based on allergy concerns. Ott looked into other library policies and while not standard, some libraries do indicate offensive body odor or overwhelming perfume or cologne is not allowed. None of these policies are zero tolerance, however. Ott commented that the goal of public libraries is to provide access, not eliminate it for people. Given the subjective difficulties in evaluating such odors, it was agreed to monitor the situation for now and continue to seek feedback from patrons as to the need for such a policy.

Future Agenda Items:

The task of working on the Director's Evaluation was passed to the personnel committee and otherwise tabled until due again in the late summer/early fall. The board discussed the need of addressing both the community's goals for the library and the board of directors' goals for the library as short-term and long-term plans are worked on.

After a motion by Ott, seconded by Kuse and unanimous approval the Board, the meeting was adjourned at 8:00 am.

Respectfully submitted,
Jessica Gunby