

**Library Board Meeting**  
**Wednesday, January 23, 2013**  
**7 a.m.**  
**Library Meeting Room**

**Open:**

**Guest and Public Comments:**

**Approval of Minutes:** December 19, 2012

**Treasurer's Report:**

- Approval of library bills
- Endowment update?

**Director's Report:**

- Info. regarding library walkway lighting from Dave Herfel
- Maintenance repair schedule from General Heating
- Result of library visits (libraries currently using RFID)
- Computer lab policy update/approval

**Building Security**

**Performance Appraisal Discussion**

**Library Vision/Long and Short Term planning**

**Mount Horeb Public Library Board**  
**Meeting Minutes**  
**Wednesday, January 23, 2012 3**  
**7:00 am**  
**105 Perimeter Road, Library Meeting Room**

**Present:** Dave Boyden, Jessica Gunby, Karla Ott, George Sievers, and Teri Vierima, as well as Library Director Jessica Williams

**Absent:** Wayne Anderson, John Kuse, Ben Lizdas

Boyden called the meeting to order at 7:03 am.

**Guest and Public Comments**

No guests were present.

**Approval of the Minutes**

Sievers moved, Ott seconded, and the Board approved acceptance of the December 19, 2012, minutes.

**Treasurer's Reports**

- Library bills. Boyden had completed the review of the library bills for this month.
- Endowment update. Boyden presented the Board with an update of the fund. The current balance is \$109,322.
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**Director's Report (non-actionable items)**

- Williams presented cost estimates for pole lighting along the library walkway. She agreed to investigate the costs of lower lights.
- Williams reported that there are still problems with the performance of one employee but that she has been put on notice. Williams also noted that she has added 2 h/week to 2 shelves.
- Williams briefed the board on RFID and a cost estimate that had been provided by a representative from Biblioteca. It was Williams' recommendation that we not pursue RFID at this time, because our circulation does not yet require it. She will be looking into the cost of upgrading the self-check equipment.
- Williams distributed information she had gathered on the expected life of the library's heating equipment for planning purposes. This will be discussed in more detail at next month's meeting.

**Computer lab policy update/approval**

At the end of the January meeting, Williams had briefly discussed a recent problem involving computer use by patrons with excessive overdue fines, and had distributed a proposed revision of the policy. Ott moved, Gunby seconded, and the Board approved the addition of the following text to the policy: "Customers shall not be given a guest pass if

they have excessive fines. Mount Horeb Public Library policy is such that customers may not check out items or use the computer lab if they have fines at or exceeding \$20.00.”

### **Building Security**

Two Mount Horeb police officers visited the library to educate staff on best practices/procedures for emergency situations. They recommended that the library install some security cameras in the foyer and that employees should call the police department if they ever feel uncomfortable with a situation. Williams will look into the cost to place one or more cameras at the entrance, and will start drafting a written procedure for handling emergencies.

### **Library Vision/Long- and Short-Term Planning**

Williams handed out a copy of her first draft of an equipment inventory and replacement schedule, which will be discussed at a joint Village/Library Board meeting in the spring. Which body is responsible for building maintenance is expected to be a topic at that meeting. The Board complimented Williams on the draft and said she should continue in that direction.

### **Performance Appraisal Discussion**

Kuse was not present at the meeting so this was tabled.

### **Future agenda items**

No further items were suggested.

After a motion by Ott and second by Vierima, the meeting was adjourned at 7:53 am.

Respectfully submitted,  
Teri Vierima, Secretary