

August 11, 2016

The regular meeting of the Clintonville Library Board was called to order by Vice-President Lynne Simpson at 4:08 p.m. in accordance with Wisconsin Open Meeting Laws and ADA requirements.

The following members responded to roll call: Virginia Federwitz, Mike Hankins, Lynne Simpson, and Mandy Hill. Absent: Jerald Schoenike, Donna Lederer, Sara Mullen-Hornung. Others present: Director Jamie Hein and Ralph Williams.

Moved by Hankins, seconded by Simpson to approve the agenda as printed. Motion carried unanimously.

Citizens Forum: No citizens present

Moved by Hankins, seconded by Hill to approve the minutes of the July 14, 2016 regular meeting as printed. Motion carried unanimously.

Moved by Hankins, seconded by Federwitz to approved the July Financial Report and Special Accounts Report as printed. Roll call vote was taken. Motion carried unanimously.

Moved by Hankins, seconded by Simpson to approve the total August expenses, including salaries, in the amount of \$34,915.72. Roll call vote was taken. Motion carried unanimously.

The Librarian's Report was discussed and ordered filed. The secretary was directed to send thank you's to Makaya Schroeder for her Afternoon Art program and to Mandy Hill for her Story Sparks program at the library this summer.

## **BUSINESS**

### **Friends of the Library Report**

Ralph Williams reported for the Friends of the Library. \$665.30 was raised from the Used Book Sale held during Sidewalk Sales. The next sale will be the 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> of November. FOL will have a float in the Fireman's Festival Parade August 13<sup>th</sup>. Joanne Reimer and Nancy Brewer will be assisting Director Hein in the backpack program.

### **Reinvest Gift and Memorial CD**

Moved by Hankins, seconded by Hill to authorize Director Hein to reinvest the Gift and Memorial CD at a local financial institution with the best available rate. Roll call vote was taken. Motion carried unanimously.

### **2015 Budget Audit**

It was discovered that the city had an unfunded liability to the Wisconsin Retirement Service in the amount of \$859,239. The amount charged to the Library was 70,448.06. This amount is a one-time adjustment and will be taken from the fund balance. Moved by Hankins, seconded by Simpson to accept and approve this expenditure from the audit. Roll call vote was taken. Motion carried unanimously.

**2017 Budget**

The OWLSnet membership fee for 2017 is \$27,732. The WPLC buying pool contribution is \$1,791. The budget requested from Outagamie County is \$17,243 and from Waupaca County \$143,370. Adjoining county budget requests are \$35,683 for Shawano County and \$0 from Brown, Calumet, and Waushara counties.

**Director’s Attendance at Workshop**

Moved by Hankins, seconded by Hill to approve \$300 expenditure to enable Director Hein to attend a “Communicating with Tact and Diplomacy” seminar September 19<sup>th</sup> and 20<sup>th</sup> in Green Bay. Roll call vote was taken. Motion carried unanimously.

**Collection Agency Agreement**

Moved by Hankins, seconded by Hill to approve the contract with Unique Management Services, Inc. Library Division to send delinquent patron accounts to them. Roll call vote was taken. Motion carried unanimously. The cost for each account sent to them is \$8.95 (a \$10 charge is added to the patron account to recoup this cost). The Library will receive a 15% discount off all accounts sent during the 90-day trial, assuming we want to continue service at the end of the trial.

**Meeting Room Policy**

Moved by Hankins, seconded by Simpson to approve the Meeting Room Policy as amended. Motion carried unanimously.

**Library Expansion Discussion**

Director Hein did not complete the Library Expansion document in time for the meeting. He did talk to the following points: downsizing the collection, electrical outlets (seating next to them as well as integrated into furniture), weeding and decluttering the work area, decluttering the front desk, and expanded meeting room space. It was suggested to contact UW-Extension to assist with community input into the expansion discussion.

**Library Assistant Position**

This item was postponed to the next meeting.

**Next Meeting Day and Time**

The next meeting will be Thursday, September 8<sup>th</sup> at 4:00 p.m.

Moved by Simpson, seconded by Hill to adjourn at 5:31 p.m. Motion carried unanimously.

Respectfully submitted,

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Approved

Virginia Federwitz, Secretary