

Ethel Everhard Memorial Library Board of Trustees
January 11, 2016 6:45P.M. Library

Presiding Officer: President, LeeAnn Kittleson , called the meeting to order at 6:45PM.

Roll: Trustees: LeeAnn Kittleson, Karen Christensen, Pat Adkins, Karen Robotka, Bruce Dethlefsen and Library Director, Aaron Raschke in attendance.

Agenda: Christensen moved to approve the agenda for January 11, 2016 Board Meeting, second by Dethlefsen. **MC 5-0**

Minutes: Christensen moved to approve minutes of November 9, 2015 regular Library Board meeting as written. Second by Dethlefsen. **MC 5-0.**

Public Comments: None.

Reports:

Financial Report:

1. Christensen moved to approve payment of Monthly Bills for December 2015 and January 2016 as presented plus permission to pay WE Energies bill when it comes.. Second by Dethlefsen. Discussion held. Roll Call Vote: Kittleson – yes; Robotka - yes; Adkins - yes; Christensen-yes; Dethlefsen - yes. **MC 5 yes and 0 no.**
2. Income report presented and discussed.
3. Expense report presented and discussed.

Director's Report

1. Monthly Statistics December 2015: Circulation - 3759; Patrons - 2360; New Cards -5; Computer Hours - 151; Computer Users - 256; Wireless Devices - 206; Wireless Hours - 13; Website Visits - 1122; Website Pageviews - 2036. Circulation for 2015 is 52,536. Will ask to have e-book usage tracked and on reports.
2. 7 interviews for Lib. Asst. job conducted by Aaron and Bruce Dethlefsen.
3. Oklahoma Correctional Inst. will be digitalizing our yearbooks. Service is free. Aaron has checked out the service and others have been happy with the results.
4. Aaron will teach beginning computer classes. Registration is full.
5. Aaron reported that the Launch Pads are getting used.

Friends of the Library:

1. Book & Bake Sale is February 11-13.
2. Discussion held about moving Silent Auction to different time of year. October 6,7 & 8 are being considered. Karen will report back when decision is made.
3. Book & Bake sale will be held during Dairylicious celebration, June 9, 10, 11.
4. Next meeting is January 26th.

Unfinished Business - None

New Business

1. We discussed adopting the Records Retention Schedule for Wisconsin's Public Libraries and Public Library Systems. Dethlefsen moved that we adopt the Retention Schedule as presented. Robotka seconds. **MC 5-0.** Will discuss making this schedule our library policy at February meeting.

2. Aaron presented Winnefox Technology Executive Council proposal for controlling wireless use. Discussion held. Cost would be \$360 over 3 years. Aaron feels we are small enough library that isn't necessary for us. Consensus not to pursue this service.

3. 2016 Amended Budget presented and discussed. Dethlefsen moved that we accept the Amended Budget as recommended by Library Director, Aaron Raschke. Robotka seconds. **MC 5-0.**

4. Library Asst. position will be offered to Katie Grooms if she passes background check. She is well educated and has a background in customer service. Job is 10 hours per week on Tuesdays and Thursdays. Aaron will move ahead with the background check before offering her the position.

Christensen made a motion made to adjourn Second by Dethlefsen. **MC- 5-0**

Next meeting, February 8, 2016. New Business: at 6:45pm

Minutes recorded by Pat Adkins.