



## Meeting Minutes

### Library Board

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Thursday, February 9, 2017

5:00 PM

La Crosse Main Library - Trustee Room  
800 Main Street

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#### Agenda Items:

##### 1. Call to Order

*PRESENT:*

*Judy Bouffleur, James Cherf, Jodi Ehrenberger, Randy Nelson, Bev Ruston, Araysa Simpson, Sara Sullivan*

*EXCUSED:*

*Dan Gelatt, Katie Bittner*

**The Vice-Chair, Ms. Ruston, called the meeting to order at 5:00 p.m.**

##### 2. Approval of Minutes

*Motion to approve the minutes of January 12, 2017.*

*(Judy Bouffleur / James Cherf) Carried*

##### 3. Public Comment

*Richard Frost shared his concerns about the decrease in hours at the branches, and provided an update on the Holy Trinity-Longfellow Neighborhood Association.*

##### 4. Approval of Bills & Financial Reports

*Motion to approve the bills and financial reports for 13th Month and January 2017, as presented.*

*(Judy Bouffleur / Jodi Ehrenberger) Carried*

## 5. Reports

### 5.1 Director's Report

#### 5.11 Update on Vacancies

*Applications are being received and reviewed for the 20 hour position in Circulation.*

#### 5.12 2016 Statistical, Security and Give-A-Gift Reports

*Ms. Krieg-Sigman presented the reports and provided additional details as needed.*

#### 5.13 State Annual Report

*Motion to approve the review of the State Annual Report via email, and to authorize the President of the Board to sign on behalf of the Board.*

*(James Cherf / Sara Sullivan) Carried*

#### 5.14 Administration Dept. Presentation, Pt. 1 – Communications & Volunteer Coordinator

*Joe Hammes and Heather Miller gave an overview of their respective areas in Administration.*

#### 5.15 Mayor's Neighborhood Expo 3/25

*Ms. Krieg-Sigman provided an update on the upcoming expo.*

*Ms. Krieg-Sigman proposed the inclusion of "Mission Moments" in the Public Comment portion of every meeting. These are events, incidents or stories which positively reflect the organization's mission. Staff and Board members are encouraged to share their comments. Mission Moments will begin in March.*

*The Director noted that she would not be available for the February 28 Committee meetings. She suggested rescheduling the meetings to March 7. The Board concurred.*

### 5.2 Committee Reports

#### 5.21 Personnel & Budget

*Did not meet.*

*2018 Capital Requests are due Monday. Ms. Krieg-Sigman will submit the following three equipment requests: \$3,400 for book trucks, \$3,600 for office task chairs, and \$8,000 to purchase study tables that are wired. It will be noted that the Board has not yet approved these requests, and would have the option of withdrawing them at a later date.*

#### 5.22 Library Operations

##### 5.221 Service Club Membership Policy

*Motion tabled until March meeting.*

5.222 *World We Live In Proposal*

*Motion to authorize the Director to pursue the opportunity to provide space to the World We Live In organization and to determine the best option for space and access.*

*(Araysa Simpson / Judy Bouffleur) Carried*

5.223 *Review/Approval of Policies*

- *Loan Periods & Fees*

*Motion to approve the Loan Periods & Fees policy as revised to include the policy governing the Lucky Day Collection.*

*(Araysa Simpson / James Cherf) Carried*

- *Prohibition of Weapons on Library Property*

*Motion to approve the Prohibition of Weapons on Library Property policy as presented.*

*(Araysa Simpson / James Cherf) Carried*

- *Solicitations*

*Motion to approve the Solicitation policy as presented and revised, striking the phrase "selling or soliciting for charities is not allowed on library property."*

*(Araysa Simpson / Judy Bouffleur) Carried*

- *Materials Selection Policy & Reconsideration Form*

*Motion to approve the Materials Selection policy and Reconsideration form as presented.*

*(Araysa Simpson / Judy Bouffleur) Carried*

- *Local Authors & Musicians Policy*

*Motion to approve the Local Authors & Musicians policy as presented.*

*(Araysa Simpson / James Cherf) Carried*

## **6. Old Business**

*None.*

## **7. Topics for Future Meetings**

*7.1 Computer Usage Policy – Library Operations*

*7.2 Early Literacy Position Funding – Personnel & Budget*

*7.3 New self-check furniture – Personnel & Budget*

## Adjournment

*Time: 5:59 p.m.*

*Motion to adjourn.*

*(James Cherf / Sara Sullivan) Carried*

*Notice is further given that members of other governmental bodies may be present at the above scheduled meeting to gather information about a subject over which they have decision-making responsibility.*

### **NOTICE TO PERSONS WITH A DISABILITY**

*Requests from persons with a disability who need assistance to participate in this meeting should call the City Clerk's office at (608) 789-7510 or send an email to [ADAcityclerk@cityoflacrosse.org](mailto:ADAcityclerk@cityoflacrosse.org), with as much advance notice as possible.*