



Meeting Minutes

Library Board

Tuesday, March 7, 2017

12:15 PM

La Crosse Main Library - Director's Office
800 Main Street

PERSONNEL & BUDGET COMMITTEE

Call to Order

Those in attendance: Dan Gelatt, Jodi Ehrenberger, James Cherf, Sara Sullivan, Kelly Krieg-Sigman, Dawn Wacek, Loretta Kilmer, Elaine Phillips.

1. Approval of Bills

The list of bills was reviewed. Motion to recommend approval of the bills to the full board was made by Sara and seconded by James. Motion carried.

2. Vacancy Updates

The committee reviewed and discussed the following vacancy updates:

- *Circulation: Motion to recommend approval to the full board creation of part-time Library Assistant position at Grade 11, step 1 (\$18.13/hr.) for 20 hrs./week. Funding to come from the unfilled assistant circulation manager position. Motion was made by James and seconded by Sara. Motion carried.*
- *Maintenance: Resignation of part-time janitor in Maintenance, position has been posted. Possible surgery for full-time Maintenance staff. Possible full-time resignation in Maintenance.*
- *Youth Services: Resignation of part-time position. Motion to recommend approval to the full board to fill this position at a Library assistant level was made by Sara and seconded by James. Motion carried.*

3. Allocation of Carryover Funding to Materials Budget

Motion to recommend approval to the full board to allocate \$30,000 out of the carryover amount back to the materials budget by James seconded by Sara. Motion carried.

4. Early Literacy Position

Early Literacy Position: Motion to recommend approval to full board to proceed with support and funding for this position through the end of July made by Sara seconded by James. Motion carried. Motion to recommend approval to full board to create the new position of Associate Librarian for 4th quarter 2107 made by Sara seconded by James. Motion carried.

5. Capital Equipment Requests for 2018

Ms. Krieg-Sigman presented \$15,000 worth of capital equipment requests (\$3,400 for book trucks, \$3,600 for office task chairs, \$8,000 for powered study tables) and noted that due to the city's deadline, she had to turn in these requests prior to board approval. Motion to recommend approval of these requests to full board was made by Sara and seconded by James. Motion carried.

6. Capital Projects Requests for 2018

Discussion was held on possible 2018 capital projects requests. Ms. Krieg-Sigman reported that it is time to replace the carpeting and shelving on the first floor. We also need to consider replacing the current service desk. It was suggested that two requests be made – one for the carpeting and shelving, and the other for the service desk and flooring in circulation.

7. Request for Special Trustees' Funds for Self-Check Furniture

A recommendation will be provided by the ad hoc Committee formed to evaluate Self-Check furniture. KKS will be requesting funding from Special Trustees' for this.

8. Salary Adjustment Request

To be addressed in closed session.

9. Staff & Director Performance Evaluation Process

A decision will need to be made by the board about the Director's performance evaluation process and which evaluation form to use.

CLOSED SESSION

Motion to convene in closed session under the exemption set out in Wisconsin Statutes 19.85(1)c which reads as follows: Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and will reconvene again in open session.

(Sara Sullivan / James Cherf) Carried

Time: 1:14 p.m.

Roll Call Vote:

- *Dan Gelatt Aye*
- *Jodi Ehrenberger Aye*
- *James Cherf Aye*
- *Sara Sullivan Aye*

Motion to reconvene into open session.

(Sara Sullivan / James Cherf) Carried

Time: 1:19 p.m.

Roll Call Vote:

- *Dan Gelatt Aye*
- *Jodi Ehrenberger Aye*
- *James Cherf Aye*
- *Sara Sullivan Aye*

Motion to recommend to the full board that the salary for the Communications and Public Relations position be adjusted to Grade 13, step 3, retroactive to 1/1/17.

Adjournment