



Meeting Minutes

Library Board

Thursday, March 9, 2017

5:00 PM

La Crosse Main Library - Trustee Room
800 Main Street

Agenda Items:

1. Call to Order

PRESENT:

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

EXCUSED:

Katie Bittner

The Chair, Mr. Gelatt, called the meeting to order at 5:00 p.m.

2. Approval of Minutes

Motion to approve the minutes of February 9, 2017.

(James Cherf / Araysa Simpson) Carried

3. Public Comment / Mission Moment

Ms. Krieg-Sigman noted the success of the Coffee Bar at North Community Library last weekend.

James Cherf complimented Ms. Krieg-Sigman and Mr. Gelatt on their presentation before the City Council.

Sara Sullivan expressed concern with the majority of children's programming being done off library property.

4. Approval of Bills & Financial Reports

Ms. Krieg-Sigman noted the \$100 donation to purchase reading glasses.

Motion to approve the bills and financial reports for February 2017, as presented.

(James Cherf / Bev Ruston) Carried

5. Reports

5.1 Director's Report

5.11 Update on Vacancies

This topic will be addressed under Committee Reports.

5.12 Administration Dept. Presentation, Pt. 2 - Maintenance

Russ McClintock provided an overview of the Maintenance department.

Ms. Krieg-Sigman provided updates on the following:

- *Break-in at South Community Library*
- *Inventory at North Community Library*
- *Re-work of Emergency manual*
- *Active shooter training*
- *Installation of new electronic bulletin board and sound system*
- *WRLS is out of the building*
- *South Community Library open regular hours on election day Tuesday April 4*

5.2 Committee Reports

5.21 Personnel & Budget

5.211 Approval of Creation of Library Assistant Position

Motion to approve the creation of a part-time Library Assistant position at Grade 11, step 1 (\$18.13/hr.) for 20 hrs./week, with funding to come from the unfilled Assistant Circulation Manager position.

(Jodi Ehrenberger / Randy Nelson) Carried

Motion to approve filling pending part-time Library Assistant position vacancy in Youth Services.

(Jodi Ehrenberger / Judy Bouffleur) Carried

5.212 Allocation of Carryover to Materials Budget

Motion to approve the allocation of \$30,000 from the carryover reserve into the Materials budget for 2017.

(Jodi Ehrenberger / James Cherf) Carried

5.213 Approval of Funding for Early Literacy Position through July 2017

Motion to proceed with funding the Early Literacy position through the end of July with funding to come from the unfilled Assistant Circulation Manager position.

(Jodi Ehrenberger / Araysa Simpson) Carried

5.214 Approval of Creation of Early Literacy Associate Librarian in Youth Services Position

Motion to create the new full-time position of Early Literacy Associate Librarian for 4th quarter of 2017, with funding to come from the carryover reserve.

(Jodi Ehrenberger / Judy Bouffleur) Carried

5.215 Capital Equipment Requests for 2018

Motion to approve the 2018 Capital Equipment requests as presented at the February Board meeting.

(Jodi Ehrenberger / Judy Bouffleur) Carried

5.216 Capital Projects Requests for 2018

Ms. Krieg-Sigman will request approval of 2018 Capital Projects Requests at the April Board meeting.

5.217 Approval of Position Salary Adjustment

To be discussed under closed session.

5.218 Library Director Performance Evaluation

The Board will use the same evaluation form as last year, and also request evaluations from the management team.

5.22 Library Operations

Did not meet.

6. Old Business

6.1 Service Club Membership Policy Approval

The Service Club Membership policy was discussed. Both James Cherf and Sara Sullivan expressed concern about the appearance of these expenses to the public in light of budget concerns.

Motion to approve the Service Club Membership Policy with the modification to cap the budget at \$5,000.

(Judy Bouffleur / Araysa Simpson)

Carried 5 to 2, Cherf and Sullivan voting nay

7. Topics for Future Meetings

7.1 Computer Usage Policy – Library Operations

7.2 Lost & Damaged Policy

7.3 Continuation of Unique Management

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.

(Jodi Ehrenberger / Judy Bouffleur) Carried

Time: 6:00 p.m.

Roll Call Vote:

- *Dan Gelatt - Aye*
- *Judy Bouffleur - Aye*
- *James Cherf - Aye*
- *Jodi Ehrenberger - Aye*
- *Randy Nelson - Aye*
- *Bev Ruston - Aye*
- *Araysa Simpson - Aye*
- *Sara Sullivan - Aye*

Motion to reconvene into open session.

(Jodi Ehrenberger / Randy Nelson) Carried

Time: 6:07 p.m.

Roll Call Vote:

Dan Gelatt - Aye

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

President Gelatt announced that the Library Board had voted to adjust the Communications and Public Relations Coordinator position salary to Grade 13, step 3, retroactive to 1/1/17.

8. Adjournment

Time: 6:08 p.m.

Motion to adjourn.

(Araysa Simpson / James Cherf) Carried