

MINUTES OF THE JUNEAU PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, February 14, 2018

President Eileen Gratton called the meeting to order at 4:34 PM. Present were Eileen Gratton, Kathleen Pauly, Wendy Jo Smedema, David Yuenger, Supt. Annette Thompson, Rosemary Smanz, Library Director Jannette Thrane, and guest Eric Kostecki, WPPI energy service representative. Absent: Kay Marose

Agenda – A motion to amend the agenda to include approving the 2017 Year-End Report as 5d was made by Kathy Pauly and seconded by Dave Yuenger. Motion passed. A motion to approve the amended agenda was made by Dave Yuenger and seconded by Eileen Gratton. Motion passed.

Minutes – A motion to approve the minutes of the January 10, 2018, meeting was made by Dave Yuenger and seconded by Wendy Jo Smedema. Motion passed.

Financial – A motion to approve the Treasurer's Report was made by Eileen Gratton and seconded by Rosemary Smanz. Motion passed. A motion to pay the Jan. 1-Feb. 13, 2018, bills totaling \$6,718.41 was made by Dave Yuenger and seconded by Eileen Gratton. Motion passed. A motion to approve the 2017 Year-End Report was made by Dave Yuenger and seconded by Rosemary Smanz. Motion passed.

Building/Grounds – Guest Eric Kostecki, WPPI energy service representative discussed the three bids for the LED lighting upgrade for the entire library. After discussion, Library Director Thrane will contact Wegener Electric and Sunstation Electric to ask for their estimate of how long the LED replacement project would take and if work could be done during hours the library is closed. She will also contact our insurance carrier to find out about liability issues and if they would suggest that the work be done during the hours the library is open or closed. After discussion of the custodial bids, a motion to hire Sharkey's Cleaning, Inc. was made by Annette Thompson and seconded by Dave Yuenger. Motion passed. There were no updates on the committee for 5-yr capital improvements. Director Thrane will try to contact Mike Laue again to see if he is willing to advise us.

Personnel – A motion to go into closed session was made by Annette Thompson and seconded by Kathy Pauly. A roll-call vote was taken with all board members present voting yes to go into closed session. After discussion of the temporary employee situation, a motion to go back into open session was made by Annette Thompson and seconded by Kathy Pauly. All board members present voted yes to go back into open session. A motion to make Monica an inactive employee expressing the board's thanks for her assistance during the director transition was made by Annette Thompson and seconded by Wendy Jo Smedema. Motion passed. Eight applications have been received for the part-time library clerk position and Jannette will be conducting interviews within the next week or so. The part-time clerk will be hired at \$9.50 per hour. Sarah and Monica attended a workshop for summer reading and Jannette has started the online class she's taking. Annette will look for links on staff dynamics for Jannette.

2018 Budget – A motion to ask the city for the unused portion of the 2017 budget in the amount of \$3,278.93 to be carried over to the library's 2018 budget was made by Eileen Gratton and seconded by Kathy Pauly. Motion passed. A motion that the carry-over amount be designated for Connie Schuett's consulting fee and the new janitorial service was made by Annette Thompson and seconded by Wendy Jo Smedema. Motion passed. A motion to approve the 2017 DPI Annual Report was made by Annette Thompson and seconded by Kathy Pauly. Motion passed.

Equipment & Technology – The new patron counter has been installed. One of the public computers is not working at this time. The Thrivent grant proposal to purchase an iPad has not been done yet. The possibility of having a design contest for a new library sign next year was suggested. The sign on the lawn outside needs updating.

Services & Programs – Director Thrane shared the January statistics. Monday, February 19, the library will open at 10:00 AM for a 3-movie marathon (Dodgeland has no school) that is winter-related because of the Olympics. A Blue Zone meeting will be held March 20. A motion to contract to have Lynn New do another 6-part yoga session was made by Annette Thompson and seconded by Rosemary Smanz. Motion passed.

Public Relations – Director Thrane wrote a letter of support for Dodgeland School District's 21st Century CLC Grant proposal. The library will have a presence at Read Across America Family Night to be held at Dodgeland March 1.

Policies – The library board will be reviewing one of the library's policies at each meeting beginning in March. A motion to adopt the Parasite Policy for Juneau Public Library presented by Director Thrane was made by Annette Thompson and seconded by Kathy Pauly. Motion passed.

Monarch Library System – Marketing materials for the Gale courses that are offered have been ordered. A new look for the JPL website is in the works.

The next meeting the Juneau Public Library Board of Trustees will be held **Wednesday, March 14, 2018, at 4:30 PM.**

A motion to adjourn was made by Dave Yuenger and seconded by Rosemary Smanz. Motion passed.

Respectfully submitted.

Kathleen A. Pauly, Secretary/Treasurer