

MINUTES OF THE JUNEAU PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, April 11, 2018

President Eileen Gratton called the meeting to order at 4:33 PM. Present were Eileen Gratton, Supt. Annette Thompson, Alderperson Kay Marose, Wendy Jo Smedema, Mayor Dan Wegener, and Library Director Jannette Thrane.

Excused: Kathleen Pauly, Rosemary Smanz, and David Yuenger

Agenda - A motion to amend the agenda to include #7c: Library Conference and approve the agenda was made by Eileen Gratton and seconded by Kay Marose. Motion carried.

Minutes - A motion to approve the minutes of the March 14, 2018, meeting was made by Annette Thompson and seconded by Kay Marose. Motion carried.

Financial- A motion to approve payment of the May 14-April 10, 2018, bills totaling \$1,972.23 was made by Eileen Gratton and seconded by Kay Marose. Motion carried. A motion to approve the Treasurer's Report was made by Wendy Jo Smedema and seconded by Kay Marose. Motion carried.

Building/Grounds -

- LED lighting project inside began on April 11. Same color bulbs were used they just seem sharper because they are new. Tom Quest replaced outdoor security lights.
- Custodial service supplies expense was lofty but should last for months.
- Landscaping: Jannette met with McKay Nursery about our landscaping needs. They suggested the project be done in phases and begin at the entrance. Removal of the roses was discussed. Suggestion made to also contact Vogt Landscaping for a bid. Any bid should include the entire grounds so the final project is visible and the Board can decide how to proceed.
- Utility shed purchase was discussed. The concern is if the purchase should be plastic or wood and where to place it. The product needs to last and be large enough to store all the materials that are to be removed from the boiler room and building. Mayor Wegener suggested nothing smaller than 8' x 8'. Placing the shed 18" from the building would provide easier access than walking across the parking lot. Jannette will inventory the materials that have to be moved for storage before moving forward with a purchase.
- The Friends of JL donated \$250 in 2014 towards a bench in memory of Barb Smith. Jannette wanted to know the status of that bench/memorial. It was discussed that Stan Smith purchased a tree and the Library Board purchased a plaque for the tree in her memory. The current benches need to be repaired or replaced. Jannette will contact Kathy Pauly to check the minutes to see if the money was spent.

Personnel-

- Beverly Doak, new part-time library clerk, is doing well. She has a great work ethic. She will be training with Alison Hoffman.
- Staff/Board Appreciation idea - Jannette suggested that the Board show their appreciation to the JPL staff by treating them to a Madison Mallards game on a Friday night. She also stated

that the Staff and the Board could attend the game together. Discussed if Staff would enjoy this activity. Jannette was not sure of interest. Library Worker Appreciation Day was April 10. The Board suggested the idea of having a cookout after the Summer Reading Program is completed.

- WPLA Conference in Pewaukee- Jannette would like to attend the Wisconsin Public Library Association Spring Conference. It is a three day conference held May 2-4. She would like to attend the conference on May 3 & 4. The first day is full of board and committee meetings so she does not need to attend that day. Total cost would be \$316.82. Motioned by Annette Thompson and seconded by Eileen Gratton to send Jannette Thrane to the WPLA Conference on May 3 & 4 at the cost of \$316.82. Motion carried.

Budget -

- Connie will be stopping in on Friday, April 14 to answer some questions. There are some numbers that Jannette is not sure of on the 2018 Federated Budget/General Operating Expenditures spreadsheet.
- A large book order is anticipated to be sent in for children's and adult fiction.

Equipment/Technology-

iPad: Received on April 11 and Jannette is very excited to begin using it.

Services & Programs-

- March stats were shared. Added were the numbers for Crossover Lent and Crossover Borrowed. The patron counter numbers were provided.
- April/May initiatives- National Library Week was April 8-14. Since it was the 60th anniversary of the event the Friends provided prizes for every 60th person who walked through the doors. Yoga will not be scheduled during the summer. The classes will resume in the fall. Board members are encouraged to fill out the flyer "My library led the way to..." to be placed on display with the Staff's. Staff will place books they have checked out to match their flyer.
- The yearly circulation totals were enclosed in the packet.

Public Relations-

- Culver's Night went well. No numbers have been provided yet. The Friends of Juneau Library were in attendance to help/serve and monitor the "Spin to Win" game. Library magnets were distributed.
- Benvenuto's Fundraiser - Benvenuto's will donate 20% of your purchase to Friends of the Juneau Public on Monday, May 14 from 11 am until 10 pm. No staffing is needed. Benvenuto's does not advertise for this event until the day of. Flyers have been printed to advertise the event to our patrons. Restaurant goers will hand their servers the card when they pay and Benvenuto's will donate a portion of that entire day's sales to the Friends of JPL.
- Blue Zone will be attending next month's meeting. Information was provided in packet. Horicon Library participates.
- ADRC will be hosting a Book Club "My Two Elaines" at the library. They will be meeting on Wednesdays for six weeks from 1:30 pm-2:30 pm from April 25-May 30. This book focuses on Alzheimer's Caregivers.

- Dodgeland School Yearbook - Recently a patron asked to see the copies of the Dodgeland School yearbooks. It has been discovered that the Library has copies up to 2010 and none from 2011-2017. Discussion centered over if the Library should purchase the missing copies from Dodgeland. Jannette contact the Yearbook Adviser at Dodgeland and she would sell us the past years for \$10 each and this year's book at \$50. Sixty-six books were sent in to be digitized. Jannette is not sure of the location and will ask Connie where they are located. Jannette is going to check with other libraries if they purchase local yearbooks, how they are stored, and if-how they are checked out.
- Fox Lake library director Paula Torgeson passed away unexpectedly. Eileen Gratton purchased a card and sent money for a memorial from the Board. Motioned by Kay Marose and seconded by Annette Thompson to reimburse Eileen Gratton the twenty five dollars that was sent as the memorial. Motion passed. Eileen Gratton abstained.

Monarch Library System:

- Eileen Gratton and Jannette Thrane will be attending the Trustee Event on Thursday, April 19 in West Bend. The guest speaker is Dr. Tony Evers, State Superintendent.
- MLS Holds Ratio was discussed. The Holds Ratio system agreement was changed in March for DVDs only. This agreement was outlined in Jannette's printed Director's Report. The Library should not have to purchase more than three copies of a DVD.
- MLS adopted a new Hold Routing Sequence that moved Juneau from slot 21 to 11. The pages are keeping up with the increase in numbers of items that are being sent to other libraries.

The Director's Report was provided in printed form. No questions. Jannette received the Wisconsin Public Library Standards today. These are recommendations and are not mandatory. She has not had a chance to read it. It is available online for Board members to look at.

The next meeting of the Juneau Library Board of Trustees will be held on Wednesday, May 9, 2018, at 4:30 pm.

A motion to adjourn at 5:47 pm was made by Eileen Gratton and seconded by Annette Thompson. Motion carried.

Respectfully submitted,

Wendy Jo Smedema
(Kathleen A. Pauly, Secretary/Treasurer was absent)