

## **MINUTES OF THE JUNEAU PUBLIC LIBRARY BOARD OF TRUSTEES – SEPTEMBER 12, 2018**

President Eileen Gratton called the meeting to order at 4:32 PM. Present were Eileen Gratton, Kathleen Pauly, David Yuenger, Wendy Jo Smedema, Kay Marose, Supt. Annette Thompson, and Library Director Jannette Thrane. Excused: Rosemary Smanz

Agenda – A motion to approve the agenda was made by D. Yuenger and seconded by K. Pauly. Motion passed.

Minutes – A motion to approve the minutes of the August 8, 2018, meeting was made by K. Marose and seconded by A. Thompson. Motion passed.

Financial Reports – A motion to approve payment of the August 8, 2018-September 11, 2018, bills presented totaling \$12,524.29 was made by E. Gratton and seconded by W. Smedema. Motion passed. A motion to approve the Treasurer's Report was made by E. Gratton and seconded by K. Marose. Motion passed. The Federated Year-to-Date spending spreadsheet was shared.

Building & Grounds – Mulch left after finishing the front landscaping was put over the area by the staff entrance where grass does not grow. Edging will be installed to keep the mulch in that area. Flyway Carpet Cleaning will clean the meeting room carpet and upholstered chairs per their quote of \$472.20. After discussion, a motion to purchase two benches at a cost of \$735 each with a discount of 10% was made by A. Thompson and seconded by W. Smedema. Motion passed.

Personnel – J. Thrane attended an all-expense paid training title "New Directors Boot Camp" in Marshfield from August 22-24. Sessions she attended were most informative. The workshop was "awesome". J. Thrane began her second (and final) class to complete her Public Library Director Certification on Monday, September 10. The course runs through December 2. Jannette applied for the scholarship available for this course and received that scholarship (\$373.50). Because the scholarship covers the course fee, S. Lange, Assistant, Director, was able to enroll in "Youth Services 101" which runs from September 24-November 18. Cost for this course is \$247.50. Jannette will attend a Tech Days workshop in Appleton on September 26, and Sarah will attend a Tech Days workshop in Franklin on September 27.

Budget – With eight months of 2018 concluded (67%), the library has spent \$116,404.36 of the city allocation with \$67,433.57 remaining. J. Thrane presented a proposed 2019 budget to the board. After much discussion by the board, Jannette will rework the proposed budget increasing the amount requested from the city. This looks to the not too distant future when the amount of money in the Federated account will be much less. A special Board of Trustees meeting will be held on Wednesday, September 26, at 5:30 PM to consider the reworked budget proposal.

Services & Programs – August stats were shared. Board members received a September calendar listing programs scheduled for the month. Year-to-Date circulation stats were shared.

Public Relations – National Friends of the Library Week is October 21-27. J. Thrane would like to recognize the Friends group in some way and asked the board for suggestions. J. Thrane shared a sample "Letter to the Editor" that could be used to recognize the Friends. The Blue Zones Supporting Organization Power Point will be completed and submitted after Jannette finishes the 2019 budget.

Monarch Library System – 2018 Family Frontier Day at Pioneer Village in Saukville, WI, on Saturday, October 20, is a special event for patrons of Monarch System libraries. A sheet listing highlights of the Public Library System Redesign Project was shared with board members. WI Public Library

Standards (packet & checklist) were shared with the board. A Network Administrator and an IT specialist have been hired by MLS.

Policies – Two drafts of a Public Notice Bulletin Board Policy and Displays and Exhibits Policy, one long version and one shorter version, were presented to the board for consideration. After discussion, a motion to accept the long version of both policies was made by K. Marose and seconded by A. Thompson. Motion passed.

Director's Report – Report items that were shared are reflected under other minute headings.

A special board meeting to consider the reworked 2019 budget proposal will be held on Wednesday, September 26, 2018, at 5:30 PM.

The next regular meeting of the Juneau Public Library Board of Trustees will be held **Wednesday, October 10, 2018, at 4:30 PM.**

A motion to adjourn was made by D. Yuenger and seconded by A. Thompson. Motion passed.

Respectfully submitted,

Kathleen A. Pauly, Secretary/Treasurer