

## MINUTES OF JUNEAU PUBLIC LIBRARY BOARD OF TRUSTEES – JULY 11, 2018

President Eileen Gratton called the meeting to order at 4:35 PM. Present were Eileen Gratton, Kathleen Pauly, David Yuenger, Wendy Jo Smedema, Supt. Annette Thompson, and Library Director Jannette Thrane. Excused: Rosemary Smanz and Kay Marose

Agenda – A motion to amend the agenda and add #5d – discussion of CD was made by E. Gratton and seconded by A. Thompson. Motion passed. A motion to approve the amended agenda was made by W. Smedema and seconded by E. Gratton. Motion passed.

Minutes – A motion to approve the minutes of the June 13, 2018 meeting was made by D. Yuenger and seconded by E. Gratton. Motion passed.

Financial Reports – A motion to approve payment of the June 13-July 10, 2018, bills presented totaling \$2,585.44 was made by E. Gratton and seconded by K. Pauly. Motion passed. A motion to approve the Treasurer's Report was made by E. Gratton and seconded by W. Smedema. Motion passed. A spreadsheet listing the Year-to-Date Federated Budget General Operating Expenditures was shared with the board. A motion to move the CD that matures on July 12, 2018, from Landmark Credit Union to Farmers & Merchants Union Bank was made by A. Thompson and seconded by K. Pauly. Motion passed.

Building & Grounds – D. Wegener has not received the Focus on Energy rebate yet. Public Works employees removed the roses, ground cover, and bushes in the front landscaping on July 9. Jannette contacted Wayne Zastrow, he ordered our plants, and the planting will take place next week in the mornings before the library opens. Extension of the cement slab to the side of the building is estimated to be \$175 for the concrete with labor from city employees extra. Sharkey's charges \$150 for carpet cleaning. J. Thrane hasn't received an answer as to whether Sharkey's cleans chair upholstery yet. Cleaning of the carpet and chairs would take place after the summer reading program wraps up. J. Thrane will look into having the gutters and downspouts resealed. J. Thrane will check with the golf course in Horicon to see how much the benches they have cost. A motion to hire William Kreis for work around the library as needed was made by D. Yuenger and seconded by E. Gratton. Motion passed.

Personnel – J. Thrane has received three applications for the position of Library Page and will schedule interviews with the applicants next week. D. Krause has said she wants to stay on part-time as a Library Page after she graduates from cosmetology school.

2018 Budget – J. Thrane presented library expenses sent to the City of Juneau through June 30, 2018. An LSTA grant was awarded to MLS last year to assist with the cost of the TEACH line. LSTA grants were not offered to the system for 2018 so the board will need to decide where the unbudgeted \$600 will be taken from.

Services & Programs – May and June stats were shared. June was a busy month with several children's programs and two adult programs added to the summer schedule. July has programming of some sort almost every day of the week. A calendar of June/July events was given out last month. JPL will host an Usborne Book Fair the week of July 30-August 3. Children ages 0-12 that completed all eight week of their JPL Summer Reading Challenge will earn a "Free Book Voucher" to spend at the book fair (\$10 value). Teens ages 13-17 that completed their challenge will choose a free book of their choice from the five books the Collaborative Summer Library Program chose for their 2018 featured titles. These titles are available to purchase for \$2.50 each from the CSLP website.

Public Relations – J. Thrane will complete the Blue Zones Supporting Organization Power Point that will put the library one step closer to becoming an "official" Blue Zones Supporting Organization after the summer reading program wraps up and the new Library Page is trained. Ellen Sushak will do a Blue Zones inspired program on the "Top Longevity Foods" sometime in late August or September. The JPL recently became the "sending" library for Dodge Co. ADRC literature to other Dodge Co. libraries. ADRC materials are sent on the delivery van. Dave Gratton installed a literature holder in the foyer of the library in June for ADRC materials. J. Thrane attended a networking group in Beaver Dam today.

Monarch Library System – Some major bullet points about the PLSR library system redesign project were discussed. The model development summit is scheduled for July 30 & 31. One of the two IT employees at the system resigned. The system is working on a job description to fill the position.

Director's Report – A motion to buy the shed J. Thrane included in the board packet from Menard's at a cost of \$539 was made by A. Thompson and seconded by E. Gratton. Motion passed. Other report items that were shared are reflected under other minute headings.

The next meeting of the Juneau Public Library Board of Trustees will be held **Wednesday, August 8, 2018, at 4:30 pm.**

A motion to adjourn was made at 5:50 PM by D. Yuenger and seconded by E. Gratton. Motion passed.

Respectfully submitted,

Kathleen A. Pauly, Secretary/Treasurer