

**MINUTES**  
**of the**  
**Board of Trustees Regular Meeting**  
**Monday, July 15, 2013, 6:30 pm**

**Present:** Anne Hartwick, Richard Helmick, Sharon Knight, Eric Runez

**Absent:** Julie Caldwell, Danielle Hudson, Jim Winship

**Staff Present:** Stacey Lunsford, Diane Jaroch, Cathy Bloom

1. Director Lunsford called the meeting to order at 6:35 pm.
2. Election of officers for 2013-2014:
  - a) President: Helmick nominated Hartwick. Passed.
  - b) Vice-President: Knight nominated Caldwell. Passed.
  - c) Treasurer: Helmick nominated Knight. Passed.
  - d) Secretary: Runez nominated the school district representative to be hired shortly. Passed.
3. Motion made by Helmick, seconded by Runez to approve the consent agenda as presented. Ayes: Helmick, Hartwick, Knight, Runez. Nays: None.
4. Motion made by Knight, seconded by Runez to accept the circulation, service, and Mango reports for June 2013. Ayes: Helmick, Hartwick, Knight, Runez. Nays: None.
5. Motion made by Helmick, seconded by Hartwick to accept the treasurer's report for June 2013 as presented. Ayes: Helmick, Hartwick, Knight, Runez. Nays: None.
6. No citizen input.
7. OLD BUSINESS
  - a) Library Building Expansion Project: Lunsford reported that she will be meeting with Rick McCarthy on August 2 to discuss the project and that she has requested the CADD drawings from Dewberry. She will email them out to the board when they arrive as per Helmick's request.
  - b) Council and Community Communications: Lunsford reported that the Common Council and the city management staff will have a retreat on Tuesday evening, July 30, to discuss the FY2014 budget.
  - c) System Planning: Lunsford reported that she has received 14 RSVPs for the public forum scheduled for Tuesday, August 13 to test the vision ideas that the steering committee has formulated. The SweetSpot will cater a light supper at 5:30 and the meeting will start at 6:00 pm. A survey has been drafted for participants, which will be sent out in the next couple of weeks.
8. NEW BUSINESS
  - a) Motion made by Helmick, seconded by Hartwick to reapprove the Refunds for Lost Materials policy. Ayes: Helmick, Hartwick, Knight, Runez. Nays: None.
  - b) Motion made by Helmick, seconded by Knight to approve the use of special revenue funds to pay for a staff appreciation breakfast in August. Ayes: Helmick, Hartwick, Knight, Runez. Nays: None.
9. DIRECTOR'S REPORT:
  - a) We attended the American Library Association Annual Conference in Chicago June 28 through July 1. I attended several sessions on reader's advisory, collection development, and marketing as well as redesigning staff workspaces and a session on the 60<sup>th</sup> anniversary of Fahrenheit 451 which is our Big Read book for the fall. This provides 18 hours towards

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my required 100 hours of continuing education for re-certification by the state.

- b) I have set aside \$100 to promote our page on Facebook based on what I learned at ALA. As a result, in the first five days of running the promotional ad, 3,200 people have seen the ad, resulting in 33 more likes for our page. It is important that all departments continue to post content regularly; particularly content that will encourage comments, which can be difficult.
- c) I am continuing to work with Tim Nobling, the city's Chief Information Officer, on updating and improving our IT infrastructure. We will be deploying three new thin clients to replace towers where we currently have two public access catalogs and one of our public Internet access computers.
- d) I attended the system merger meeting on June 19. It was decided that the committee would present the proposal for Mid-Wisconsin Federated Library System and Lakeshores Library System to formally merge to their respective boards at their regular monthly meetings in July.

**10. ADULT SERVICES REPORT:**

- a. The Adult Summer Reading Program has been very popular this year. One patron mentioned she was signing up for the program on the recommendation of her friend. I was happy to learn that people were enjoying the program.
- b. Anne Drehfal, an organic produce farmer and co-owner of Regenerative Roots Farm, presented the program "Eating Healthy and Locally on a Budget" on June 17. The program was held in the afternoon and the turnout was very good. The program initiated good conversation and everyone who attended seemed to learn something new.
- c. I attended the ALA (American Library Association) conference in Chicago, June 28-July 1. It was a great experience and I obtained some wonderful ideas I hope to put into action.
- d. The lobby display cases for June were on gardening and the Summer Reading Program

**11. YOUTH SERVICES REPORT:**

- a) I am happy to report that the month of June has been a very busy month. Registration for the Summer Reading Program began on Wednesday, June 12, and the various weekly activities began on Monday, June 18. Be sure to check out the prairie dogs around the walls of the library. Each prairie dog represents a completed reading record that has been returned to the library. It is very enjoyable to watch the children write out their first names and ages on the prairie dogs. Hats off to Lindsey, our summer assistant, who is responsible for putting all the prairie dogs up on the walls.

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- b) The two weeks of Storytime attendance for June averaged out to 75 children a week.
  - c) The 2 weekly Tuesdays @ 2:00 held in June averaged out to 72 children with about 14 young adult volunteers at each session. It was nice to hear positive feedback from some of the parents about Tuesdays @ 2:00. Activities include theme-related games, crafts, and snacks.
  - d) We had 2 performers in June. There were 137 people attending Rob Erdmann's show and about 108 people attended Mr. Billy's show.
  - e) 18 young adults have signed up the Battle of the Books. About 14 teens came to the YA movie and about 25 young adults came to the gaming night.
  - f) Sherry and I are working on the Family Fun night @ Horicon Marsh. This event will be held on July 9, 2013 from 5:00 – 10:00 PM.
12. Board member reports: None
13. Board member requests for future agenda items: None
14. The next board meeting on August 19, 2013, 6:30 pm was confirmed
15. Motion to adjourn by Hartwick, seconded by Knight. Ayes: Helmick, Hartwick, Knight, Runez. Nays: None.

Minutes submitted by Stacey Lunsford, Library Director.