Wabasha Library Board of Trustees

Meeting Minutes - June 15, 2015

Meeting called to order by President Tentis at 4:00 pm

Present Kropp, Borg, Schjolberg, Kennebeck, Funk, Tentis, Hampe

Approval of minutes of May meeting. Motion by Borg, second by Kennebeck, Unanimously approved.

Approval of Payment of Bills: Motion by Kennebeck, second by Schjolberg. Unanimously approved.

Approval of Agenda: Motion by Kennebeck, second by Schjolberg. Unanimously approved.

Old Business:

a. SELCO - Director Hall explained the SELCO computer leasing program. Will lease 3 computers at $845.12 per year for 3 years. Motion from Hampe, second by Schjolberg. Unanimously approved.

b. Bulk Email - Plainview uses mail chimp program for bulk emails. Will get email addresses when patrons get new email, when people check out books, and during summer reading program.

c. Loan Policy - As of June 1st, now everything is a two week loan period. Fines will be twenty cents. motion by Borg and Second by Kennebeck. Unanimously approved,

d. Ancestry.Com - Director Hall explained advantages and how to implement program at library. Annual Fee for program is $1850.00. Motion by Funk to pursue adding this program to the library's resources, second by Schjolberg. Unanimously approved.

There will be a family history presentation about ancestry.com on September 10th at 11 am at the library

e. New Hires - There were two applicants for the library clerk job. Both are well qualified and so the recommendation was to hire both Amy Glomski and Chelsey Fenske and adjust the library schedule to include the two new hires. The library hours will be extended by 5 hours. Motion by Kropp, second by Kennebeck. Unanimously approved.

f. Wireless printer - Director Hall will use library funds to purchase a wireless printer for $99.99 from the Quill Company

g. Scanner - A discussion was held about purchasing a new scanner for use with the ancestry program. A new scanner will cost $7,599. The issue was tabled until a funding source can be determined.

New Business

a. Furniture - The Friends of the Library will contribute up to $700 toward new furniture and the balance of $275 will come out of the gift/memorial fund. A new love seat was purchased for the library. 2 new recliners were also purchased. Motion to approve by Borg, second by Kennebeck. Unanimously approved.

b. Water Heater - A discussion about the old water heater was held. Decided to keep old water heater and fix the water valve.

c. 2016 Budget - discussion was started concerning the 2016 Budget. We need to have the preliminary budget to the City by August 2015.

d. Building Usage Policy- a committee formed of Borg , Funk, and Tentis to create a building usage policy.

e. July Holiday Closure - The library will be closed on July 3rd and 4th for the independence day holiday.

Directors Notes

A quilt raffle will be held to raise money for the library
The City will be taking over the replacement of paper towels at the library
A spine label printer was purchased through SELCO in July.

Trustee Comments
None.

Adjournment: 5:25 pm Motion by Scholberg, second by Hampe. Unanimously approved.

Next meeting Monday, July 20, 2015 at 4:00 pm

Respectfully submitted,
Mike Kropp, Secretary