

Wabasha Library Board of Trustees
Meeting Minutes – May 10, 2010

The meeting was called to order by President Kennebeck at 4:30 p.m.

Present: Trustees Borg, Carrels, Gillespie, Gosse, Heimstead, Kennebeck and Tentis and Library Director McCaughtry

Regarding the April 12, 2010, meeting minutes, McCaughtry requested a change to the language on page 3 from “that these are adult programs” to “that some of these are adult programs”. Borg moved approval of the modified minutes. Gosse seconded, and the motion was carried.

Gillespie moved approval for payment of bills presented by McCaughtry. Gosse seconded, and the motion was carried.

Old Business:

- a. Performance and Exhibit Policy – The introductory statement of goals was considered at length, after Trustees suggested that they be either omitted or qualified. Gosse noted that the draft statement sets up expectations that the Library may not meet. The five goals in the policy draft were considered individually. The 1st, 3rd, 4th and 5th goals were removed from the statement. After some discussion, Heimstead moved that the 2nd goal be modified, so that with the first sentence in the statement it would read “The Library’s goals include supporting community, educational, cultural, and artistic activities.” Gosse and Carrels seconded, and the motion was carried.

After brief discussion of the language in the remainder of the policy statement, Gillespie moved that it be approved as modified. Tentis seconded, and the motion was carried.

- b. Wabasha Public Library’s future involvement with MN Legacy grants – McCaughtry began discussion of this item by noting the new events that she has worked on since the last Board meeting. They are

Program Name	Scheduled Date
Greatest Generation Radio Show	8-28-10
Flying Foot Forum	9-25-10
Pint-sized Polkas	10-9-10
Rose Ensemble	12-x-10
Wabasha County History Celebration	6-x-11

She noted that the Greatest Generation Radio Show, Pint-sized Polkas, and Rose Ensemble are all pre-vetted by the SELCO committee, and therefore have been previously approved by the Board. She indicated that RJAC will be approached at its next meeting about the Flying Foot Forum event. The History Celebration will involve the Wabasha County Historical Museum, National Eagle Center, Chamber of Commerce, and RJAC as partners, and the Library will be the administrator. Planning is taking place now, at monthly meetings.

Tentis asked whether the Trustees could get this information in advance of our meetings. Gillespie reminded McCaughtry that she had been requested to provide an organized

statement of the Legacy efforts. McCaughtry responded by asking whether the Board wanted her to drop out of the Legacy work.

Borg commented that she receives information about these activities because of her role with RJAC, and she agreed that others, without that connection, probably do need more information. Heimstead asked how McCaughtry tracks the status of these efforts for herself and asked whether that system could provide the information that the Trustees are asking for. McCaughtry indicated that she keeps a separate folder for each event, and therefore doesn't have a single unified statement of the overall status.

Gillespie asked why there are so many events and whether McCaughtry really has the time for all of them. He described the form of a matrix that would provide the information that the Trustees need for oversight of the Legacy work. Kennebeck asked about the evaluation that's being done in connection with these events.

Kennebeck moved that the Board approve involvement in the Flying Foot Forum event, provided that RJAC consents to be a partner. Tentis seconded, and the motion was carried.

Tentis moved that the Board approve involvement as the administrator for the Wabasha County History Celebration. Borg seconded, and the motion was carried.

McCaughtry noted that it is not so, as stated at the previous meeting, that a Legacy grant administrator organization needs to have 501(c)3 status.

New Business:

- a. Nancy Holland's retirement – McCaughtry informed the Trustees that Nancy will be retiring at the end of May, and she stated that she is working with the City to resolve a question about funding of PERA contributions for part-time staff. She proposed that the other part-time staff would fill Nancy's scheduled hours during this time of reduced Library hours, and that we would find a replacement later, when Library hours are restored. (She did note that it would be helpful to find another substitute staff, in addition to Bill Allaire, at this time.) Kennebeck moved that replacing Nancy be postponed until the Library's hours are restored. Gillespie second, and the motion was carried.
- b. Library's new accounting procedures/matching up to City's books – McCaughtry provided a document showing current balances in all of the Library's funds. It did not show detail about the Arts and Culture fund that Trustees would like to see. After some discussion, it was decided that McCaughtry would continue record-keeping for those monies as in the past, and Trustees who want to see those records may do so.

Library Director's Notes:

McCaughtry said she is meeting with the Riverside Cemetery's Library Board about the plat book work.

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She said that bills approved last month for Melissa Davidson and for the Safari Band should not have been paid with unrestricted gift monies, but rather from the Arts and Culture fund, and that this is being done.

She noted that interest from the Library's CDs is to go to the SELCO Foundation account, but interest received in the amount of \$757.87 is currently in the Tilmar Moilen fund. She requested Board approval to move not only this amount to the SELCO account, but all such amounts of CD interest received in the future. Tentis so moved, Borg seconded, and the motion was carried.

Carrels and Gosse left the meeting.

Trustees Concerns:

Heimstead noted that the recent furlough day on a Thursday meant that the Library was closed for two days in a row, and she wondered whether there had been negative public response to that fact. McCaughtry said that the furlough days are being scheduled so that the unpaid time off is shared by all the staff. She noted that there will be two furlough days during May: Tuesday and Wednesday the 25th and 26th.

Gillespie moved to adjourn. Borg seconded, and the motion was carried.

Next Meeting: Monday, June 14, 2010, 4:30 p.m. at the Library.

Respectfully submitted,
Lenief Heimstead, Secretary