

Wabasha Library Board of Trustees
Meeting Minutes – June 14, 2010

The meeting was called to order by President Kennebeck at 4:31 p.m.

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

Also present: Community member and former Library Director Judith Schierts

Carrels moved approval of the minutes of the previous meeting. Gosse seconded, and the motion was carried.

McCaughtry announced that there was an error in the information presented with bills for payment at May's meeting and that it was necessary to have another resolution regarding the corrected information. Gosse moved approval for payment of bills from May, as revised. Tentis seconded, and the motion was carried. Gillespie moved approval for payment of current bills presented by McCaughtry. Borg seconded, and the motion was carried.

Old Business:

- a. Performance and Exhibit Policy – McCaughtry presented a final copy of this policy, as approved at the previous meeting. Gosse pointed out the policy language stating “programs and exhibitions will take place at the discretion of the Director, designated staff and/or Library Board.” He wants to be certain that it's understood that the Board has final oversight of this area. Gillespie moved adoption of the policy as written. Carrels seconded, and the motion was carried
- b. Nancy Holland's retirement – Having Nancy's hours filled by Bev or Mary has changed the budget projections, and McCaughtry provided information about the revised figures.

After some discussion, Carrels moved that Nancy be given a \$50 check as a retirement gift. Tentis seconded, and the motion was carried.

New Business:

- a. Equipment borrowing policies or procedures – McCaughtry put forward a copy of the current policy on borrowing the multimedia projector. She asked that Trustees consider these guidelines as a procedure, rather than a policy, so that future changes do not need Board approval, and also that a revised version of this document, as well as parallel documents for two other pieces of equipment, be approved. Gosse moved that the original multimedia borrowing policy be eliminated, and that the three procedure documents be approved. Borg seconded, and the motion was carried.

- b. Health care expense potential increase – Because of \$277,000 in claims during the past year, Health Partners has indicated that the premium for the City of Wabasha’s insurance will be increased 22% for the coming year. The City is seeking bids from other health care insurance providers.
- c. County wants to re-negotiate funding for the libraries – McCaughtry announced that Wabasha County once again is asking to re-negotiate the contract for library services. The libraries in the county are working together to prevent this. Heimstead moved adoption of the following resolution, as drafted by the county librarians:

The Wabasha Public Library Board resolves that Wabasha County should honor the funding level as stated in the SELCO - Wabasha County contract for library service for 2009-2011 as approved and signed by the Wabasha County Board September 16, 2008.

Carrels seconded, and the motion was carried.

- d. Volunteers to staff library during furlough days – Community members are questioning the Library closings. In particular, they are asking why we are not using volunteers in order to keep the library open. Trustee comments included:
 - Gosse – How many volunteers would do this?
 - Gillespie – We don’t want to look like we can operate with volunteers rather than paid staff.
 - Kennebec – We have to deal with this.
 - Heimstead – This is a long-term issue, and we need to deal with it as such.
 - Borg – Are there options that are compromise solutions?

Schierts noted that volunteers can do some tasks, and that if the Library obtained a self-checkout system (perhaps using Doffing grant funds), less staffing would be needed. Gillespie stated that we don’t want to compromise the quality of our service, and he asked whether we need to hire another person as a substitute staff person. Trustees supported this idea.

By consensus, the Trustees decided that McCaughtry should consult with Bev and Mary about this hire and then advertise the position. City staff should be informed of the nature of the hiring.

McCaughtry was also asked to investigate self-checkout equipment.

- e. Non-consecutive days for furlough days –The Library closing on consecutive days is another issue being brought up by community members. Regularly scheduled furlough days will make communication about closings easier. McCaughtry suggested that future furlough days could be on Tuesdays, when the Library is least

busy, and she will check the calendar for the remainder of the year to determine a viable pattern for the Tuesday closures.

Library Director's Notes:

- a. The following donations have been received:
 - Friends of the Wabasha Public Library \$406
 - Burkhardt-Roemer Post 4086 \$250
 - American Legion Post 50 \$250
 - Susan Schierts in memory of David Pratt \$150
- b. McCaughtry provided information on circulation statistics for various categories of materials. New fiction has the highest circulation. Some categories with low circulation are board books, young adult books, and books on audio tape.
- c. Rushford is the recipient of a Federal grant and loan that, with added funds from that City, will allow construction of a new library/community center.

Community Member Concerns:

Schierts stated that a number of the concerns that caused her, as a taxpayer, to attend the meeting had been addressed under previous agenda items. Her remaining concerns are

- That McCaughtry's office is in a disordered state, and that reflects a negative state of the Library's work
- That the elimination of overdue fines was to have been reviewed after a year, and it's not clear that this was done
- That Wisconsin residents can cover the annual cost of their Library usage with in-kind offerings, which may not be useful to the Library, rather than with monetary payment

McCaughtry replied that she agrees that her office needs to be made more orderly and that she will work on this.

Gosse moved to adjourn. Heimstead seconded, and the motion was carried.

Next Meeting: Monday, July 12, 2010, 4:30 p.m. at the Library.

Respectfully submitted,
Lenief Heimstead, Secretary