

Wabasha Library Board of Trustees
Meeting Minutes – January 10, 2011

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

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

Absent: Trustees Carrels, Gosse

Also present: Trustee Nominee John Hampe

Tentis moved approval of the minutes of the previous meeting. Borg seconded, and the motion was carried unanimously.

Heimstead moved approval for payment of bills as presented by McCaughtry. Tentis seconded, and the motion was carried unanimously.

Old Business: None

New Business:

- a. City of Wabasha Computer Use Policy – McCaughtry distributed copies of the proposed City employee's computer use policy. Because the Library's computer server and services are provided by SELCO, the policy as drafted cannot apply to Library staff. McCaughtry is writing an amendment to the policy before the staff will be asked to sign it. The Board agreed with this action by consensus.
- b. General Operation Policy for Scanning – McCaughtry asked that the Board consider eliminating the \$1.00 charge currently in the policy for patron use of scanners. Borg so moved, Tentis seconded, and the motion was carried unanimously.

Director's Notes:

- a. McCaughtry stated that donations had been received from Thomas and Patricia Haskett (\$100.00) and from Greenfield Township (\$50.00). She also announced that a grant in the amount of \$6,304.00 has been received from the Minnesota Historical Society for assessment and planning related to conservation of historical materials.
- b. She described a potential problem with the grout between front tiles in the front lobby. Trustees concurred that she should seek an outside opinion on this situation.
- c. She stated that she has been contacted by Judith Schatzko, who inquired whether we are contacting Wabasha County Commissioners in support of library funding. McCaughtry noted that the Wabasha County library people will be meeting on January 26 to do planning for the upcoming negotiation of a new 3-year SELCO contract.
- d. She provided an update on the centennial celebration planning. One new idea is to include all previous Trustees who are still living.
- e. McCaughtry informed the group that an assessment of historical artifacts now held by Mary Crosbie will take place on February 16 and 17.
- f. She announced that Rebecca Schumacher will be serving as an intern at the Library, as part of the requirements for her college program. Her first task will be to pull books that have

not been checked out in five years, beginning with biographies. She will make note of volumes relevant to a possible Greatest Generation event in the summer.

Trustee Concerns:

Heimstead brought up the subject of the funds raised in 2010 by the Friends of the Library group. She asked for Trustees input about the best use of the funds and also for comments on the general process by which such input could be given to the Friends. It was suggested that the staff could best advise about needs or wants and that McCaughtry could convey their suggestions to the Friends.

As for the current possibilities, Kennebeck suggested that funds could be used to replace the door to the mechanical area and that installing it would offer an opportunity for men to be involved in Library support efforts. Hampe stated that he would be opposed to using Friends money for building maintenance.

Borg moved to adjourn, and the motion was approved unanimously.

Next Meeting: Monday, February 14, 2011, 4:30 p.m. at the Library.

Respectfully submitted,

Lenief Heimstead
Secretary