

Library Board Minutes
February 8, 2018

Roll Call:

Joseph McNelis, Sarah Volk and Katie Eskro. Also attending, Sandra Hannahs, Library Director, MaryJo Moorhead, library staff, Carissa Hansen, Librarian, and Joy Greger, library staff.

Absent: James Anderson and Karla Knutson.

Agenda:

McNelis called the meeting to order. Volk moved to accept the Agenda with Eskro seconding the motion. Motion carried.

Minutes:

Volk moved to approve the January 11, 2018 Library Board Minutes. Eskro seconded. Motion carried.

Financial Report:

-Bills discussed at the meeting included the following: HP Inc. (replacement computers), Avenet, LLC (website build), Midwest Tape (audio visuals and e-resources for Hoopla), and Baker and Taylor (books).

-Hannahs discussed the possible changes to how the financial reports are organized to match up more with the City's.

-Eskro moved to approve the Financial Report. Volk seconded. Motion carried.

Director's Report:

Staffing/Training:

-Staff Training Day is scheduled for February 19.

Programming:

-Popular January events included technology tutoring, Mahjong group and story times.

-Hannahs discussed January's attendance figures.

Collection and Circulation:

-Hannahs discussed the circulation figures for January.

Library Hours:

-Nothing to report.

Policies and Procedures:

-Nothing to report.

Technology:

-Work continues on the library's new website.

-Several new computers and monitors are being installed.

Facilities:

-Pete Diemert's last day as the WFPS' manager of buildings and grounds will be March 16.

Miscellaneous:

- Mary Murray has marked 18 years of full-time service as a library employee!
- The City now conducts performance reviews on a quarterly basis.
- ODIN is proceeding with its search for a new ILS.
- Openings for Library Board have been posted.
- The library's application for State Aid is in progress and will be submitted by month's end.
- Some of the tax forms have started to arrive.

New Business:

- The Board performed its annual review of the City's Strategic Plan. It is unsure if there will be any support from the City government for a new library or a branch location.
- The Board looked at the 2015-2019 library strategic plan focusing on all the changes that have been accomplished, things that the library has decided not to do, as well as things that can no longer be done.
- Hannahs discussed formally adding the inclusion of more community outreach programs to the library's strategic plan.
- The Board discussed moving forward with a branch library.
- The Board would like to extend an invitation to the Mayor for the next meeting to discuss the Strategic plan and the library's role in the expanding community.
- The City has a new schedule and form for quarterly performance reviews of employees. The library is in the process of carrying out its first performance reviews.
- Hannahs brought a discussion about PTO to the Board. She won a certificate for four hours of PTO at the holiday party. Hannahs asked for advice on how to handle such a situation if another employee were to win such a prize in the future. Hannahs was informed that only full time employees would be eligible for the prize. Hannahs was concerned how this exclusion would affect the morale of part time library employees. Hannahs would like the Board's permission to ask the City to remove the prize or not offer it to any library employees in the future.
- Hannahs asked the Board's permission to hold a fine waiver during National Library Week in April.
- McNelis motioned to allow the fine waiver. Eskro approved. Volk seconded. Permission was granted.
- Hannahs brought up the possibility of using a collection agency to retrieve non-returned library items. In 2008 the library had 11 people that owed the library \$100 or more. In 2017 44 people owed the library \$100 or more. Hannahs would like to use Unique Management stating that they have a "soft" library approach.
- The Board and Hannahs decided that it would be best to start with employees calling and asking the patron to return the items. If this does not work, then they will proceed with trying out a collection agency.

Unfinished Business:

- The City will now provide two cards for the library with higher limits.

Announcements: -Next meeting is March 8, 2018 at 5:30 p.m.

Adjournment: Eskro moved to adjourn the meeting. Volk seconded. Meeting adjourned.