

T. B. Scott Free Library Board of Trustees
REGULAR MEETING
April 15th, 2015

Minutes

1. Opening

President Mike Geisler called the Regular Meeting of the Board of Trustees to order at 4:05 p.m. in the Library Board Room. Present: Gene Bebel, Katie Breitenmoser, Paul Gilk, Tim Meehean and Kyle Reimann (4:40-). Excused: Richard Mamer, Jim Wedemeyer and Vicki Yelle. Also present: Don Litzer, Mike Schroeder (-4:50), Dave Johnson (4:15 -4:50) and Jacob S. of MP3.

A letter was received from Katie Livingston on behalf of the Wisconsin Music Teachers Association thanking the library for the use of the community room and piano. Mr. Geisler recognized Mr. Bebel for receiving the Jefferson Award for his work on the River Bend Trail.

There was no public comment.

2. Consent Items

M Meehean/S Gilk/C to approve the minutes of the March meeting as printed. M Meehean/S Breitenmoser /C to accept the Monthly Revenue & Expense Report for March as printed.

3. Reports/Discussion Items/Action Items

A. Consideration of Combining City Hall Maintenance & Library Maintenance Supervisor

Positions: Ms. Stevens provided board members with a draft of the job description for the combined position as well as a list of issues Mr. Schroeder has encountered in his first two weeks of short-term coverage at City Hall. Discussion included concerns regarding difference in work hours and standard of service expectations for the two buildings. The board advised the Building and Grounds Committee to meet and present a report at the next meeting.

B. Humidifier Replacement Request: M Meehean/S Reimann /C to approve \$8,750 from Endowment Funds for the replacement of a humidifier as presented.

C. Friends of Council Grounds Survey Request: The board approved by consensus the placement of a display and ballot box for a photo contest for the Friends of Council Grounds.

D. Conflict of Interest Policy & Statement Annual Review: M Meehean/S Breitenmoser /C to retain the policy without changes. A signed statement from Board members will be kept on file with the library director.

E. & F. Policy Review: Standard of Conduct for Library Patrons & Policy Review:
Temporary Card Holder Policy: M Meehean/S Reimann /C to approve the policies as presented to be reviewed in 2020.

G. Strategic Plan Progress-Goals #4: Ms. Stevens presented staff progress on goals and objectives.

H. Trustee Essential #19-Library Director Certification: Ms. Stevens provided copies of Trustee Essential #19.

H. Reports from Friends/WVLS Representative: A sample of the pens from the library elm tree were available. Pens will be sold by the Friends as a fundraiser. A brief update of WVLS Board of Trustees activities was presented.

4. Forthcoming Events & Library Director Report

- National Library Week and Food for Fines this week.
- Retirement Classroom seminars continue.
- New capital project of phone system replacement in progress.
- TV coverage of National Library Week and author program over the weekend.

5. Adjournment:

The meeting adjourned at 5:00 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on May 20th at 4:00 p.m. in the Library Board Room.

Stacy D. Stevens, Secretary