

Delafield Public Library – Minutes for January 13, 2004

Present 7:02 pm

Robert Transon

Phyllis Sigmond

Jeff Krickhahn

Marty Webb

Libby Gifford

Carol Snyder

Skip Abbott

Lorinda Quinlivan

Robert Mitchell – Excused

Also in attendance – Jocelyn Bubolz, Library Director

Approval of Agenda

Moved Libby Gifford's report to Communications

MOTION MADE TO APPROVE AMENDED AGENDA (GIFFORD/QUINLIVAN)
CARRIED

Public comments or discussion – none

Approval of minutes

MOTION MADE TO APPROVE MINUTES (KRICKHAHN/WEBB) CARRIED

Financial report & bill approval

Jocelyn reported that as of Dec 31, 2003, 95% of the budget had been spent. When all of the remaining bills are posted, the budget will probably be 99% spent. Due to restricting purchasing in the fall and careful spending throughout the year, it will not be necessary to use any fund balance for 2003. Utilizing some of the fund balance in 2004 (as specified in the 2004 budget) should still leave approximately \$4,000 in the fund balance at the end of 2004.

Farber Fund & Building Together Funds

Bob Transon reported the Farber Fund balance at \$126,725.16, Building Together Fund at \$9,053.22, Building Together Fund checking account at \$1,131.49.

A discussion followed as to investing approximately \$4,000 of the Farber Fund and \$1,000 of the Building Together Fund. Bob Transon will talk to Brian Faracy regarding this matter.

Committee Reports – due to Bob Mitchell's absence there was no information available on a proposed schedule of library board activities for the year.

Communications

Libby Gifford reported that Tim O'Malley from the Lake Country Rotary Club has invited her to speak on the library project at their next luncheon meeting which will be held on February 6, 2004.

Directors Report

Bookmarks were handed out to the board with a list of the book selections for the 2004 Adult Book Discussion group held the 2nd Sunday of every month at 4:00 pm.

The January through April Children's Programs' flyers are available. Two of the more popular programs are the Crazy for Chocolate Party, Feb. 18th, and the American Girl Tea Party, Mar 24th.

Jocelyn advised the board she will be extremely busy for several weeks and then again in April due to her position as the Spring Conference Program Chairperson, for the Wisconsin Association of Public Libraries.

Calendar for the year – the holiday/closing dates to be considered were not available at this time but will be brought to the February Board meeting.

Surplus/dispose of obsolete or nonfunctional equipment

There are several items that are not working, more costly to repair than replace, or obsolete: 1 TV/VCR, 1 or 2 Printers, 1 Fax machine, 2 PCs.

MOTION MADE TO DISPOSE OF OR DONATE ITEMS TO ETHAN ALLAN SCHOOL IF THEY COULD USE THEM. (TRANSON/ABBOTT) CARRIED

New Library (all aspects)

The Architects from FGM will send finished schematics of the latest draft of the new library to Riley Construction by the first week in January. Riley Construction will then work on schematic design level cost estimates, which will take approximately two weeks. The Board had a discussion on empowering committees working on the new library project.

Policies – Copy/Printing Charge Changes

Current:

Per page – 20 cents

Per page – 10 cents for senior citizens

Reference material - no charge for first 10 copies

Internet – no charge for first 3 copies

Changes:

Per page – 20 cents –black and white only

Per page – 50 cents – color

10 free copies – reference material, newspapers, current magazines, internet/data base
(the last when assistance is needed from a librarian)

Set/confirm next meeting date – Tuesday, February 10, 2004, 7:00 pm

Adjournment

MOTION MADE TO ADJOURN AT 8:13 PM (TRANSON/QUINLIVAN)
CARRIED