

Delafield Public Library Board of Trustees Meeting
Minutes for April 12, 2005

Minutes for April 12, 2005 Board approved on May 10, 2005

Call to Order by President Krickhahn at 7:28 pm

Approval of Agenda: Jeff Krickhahn amended the Agenda to move the "Financial Report & Bill Approval" to follow "Constellation/Café status/timeline."

MOTION TO APPROVE APRIL 12, 2005 AGENDA AS AMENDED
(TRANSON/MITCHELL) MOTION CARRIED

PRESENT: Robert Mitchell, Robert Transon, Karen Irwin, Jeff Krickhahn, Lorinda Quinlivan, Marty Webb, John Maddente

EXCUSED: Jody Goswitz

Also present: Jocelyn Bubolz, Library Director, the public, Friends of the Delafield Library, the staff, former library board members, the Mayor, members of the Council, the City Administrator, and the City Clerk.

Recognition of Carol Snyder for her service on the Library Board (1987-2005)

Friends of the Library, Library staff members, City Council members, the Mayor, City Administrator Matt Carlson, City Clerk Marilyn Czubkowski, current and former Library board members, and members of the public joined in recognizing Carol Snyder. Carol was recognized for her long and dedicated service to the community while serving first as a Library Board member and then as Library Board President for numerous terms.

Mayor Paul Craig presented Carol with a plaque recognizing her years of service. Library Board President Jeff Krickhahn presented Carol with a Resolution for her service on the Library Board.

Public comments/discussion: no comments

Approval of minutes: Robert Mitchell corrected the spelling of Mr. Lang's name.

MOTION TO APPROVE MARCH 8, 2005 MINUTES AS AMENDED (QUINLIVAN/IRWIN)
CARRIED

Farber Fund: Robert Transon reported a balance of \$135,508.93 in the Farber Fund; \$269.00 was spent for a three year Subscription for Value Line. The Building Together Fund has a balance of \$9,486.49.

Communication: Jeff read a letter from Jay Mack informing the board of the Greater Delafield Community Fund's generous donation of \$500.00 to the Library.

Committee Reports/Friends' Reports: Jeff reported on the Tri-Partisan Fundraising Committee. The Committee has not met recently, however background work and communication continues with Hartland Music and the DJ Shop. Jeff has tentatively reserved equipment for the carnival. Bob Transon recommended inviting Mr. Harold Ziffren of the Milwaukee Street Traders Coffee House to join the Tri-Partisan committee.

Directors Report: Jocelyn thanked Mr. Bob Webb, from Digital Office Solutions, for his donating the printing of the library's new quarterly newsletter.

The Head of Reference and Adult services will be taking a leave beginning this summer. Jocelyn will keep the board informed as to when this will occur. Jocelyn reported that the library will probably need to use money from our reserve (fund balance) account to hire a temporary replacement.

Nan Wessling, Chris Cramer and Jocelyn will be spending a great deal of time on all the tasks which need to be completed in preparation for the August migration to the larger library automation consortium.

Jocelyn reported an increase in repetitive stress injuries, due to staff compensating for overcrowding in the library (awkward reaching and workflow situations) and heavy lifting situations involved in transporting books back and forth between the library and the library annex. United Heartland is reviewing the work place and giving suggestions.

The DPW has again been instrumental in helping the library throughout the year, making many trips to move books and heavy items, rearranging furniture and building shelves.

Michelle DeYoe and Caryl McAllister, on behalf of the Friends of the Delafield Library, donated a small initial collection of books to the Milwaukee Street Traders for use by their coffee shop patrons. A small insert was included in each book crediting the Friends and inviting donations.

Constellation/Café status/timeline: The new automation system is set "to go live" around August 8, 2005. Additional staff training will be held in July. Both new and old automation systems will run concurrently for a short while until any glitches are resolved.

Financial report & bill approval: Jocelyn reported the city financial report is up to date through February.

MOTION MADE TO APPROVE THE BILLS (MITCHELL/WEBB) CARRIED

Operational adjustments (budget/collection/personal: Jocelyn reported the library received reimbursement for an automation payment made late in December 2004; the check for \$12,000 will be placed in the reserve account until decisions are made on where to allocate the funds. There have been some problems with the library computer server which is quite old and may have to be replaced in the near future.

As mentioned above, Jocelyn will be looking for a temporary replacement to cover a staff member slated to go out on a leave; this will probably require funding out of the library reserve account. Two student pages will be graduating and will need to be replaced; Jocelyn would like to hire two more pages before the end of the school year. In addition, she is also looking to hire a part time employee to handle circulation and book processing activities for four hours a week plus four hours every other weekend.

Set/confirm next meeting date: Tuesday, May 10, 2005, 7:00 pm Council Chambers

Adjournment:

MOTION TO ADJOURN AT 8:43 PM (TRANSON/QUINLIVAN) CARRIED

Minutes prepared by Marty Webb, Library Board Secretary