

Delafield Public Library Board of Trustees Meeting
Minutes for May 10, 2005

Minutes for May 10, 2005 Approved on June 7, 2005

Call to Order by President Krickhahn at 7:03 PM

Approval of Agenda: MOTION TO APPROVE May 14, 2005 AGENDA
(QUINLIVAN/WEBB) MOTION CARRIED-MITCHELL ABSENT FOR MOTION

PRESENT: Marty Webb, Lorinda Quinlivan, Jeff Krickhahn, Robert Transon (left at 7:35 P.M.), Karen Irwin, Jody Goswitz, Robert Mitchell (arrived 7:06 P.M.)

EXCUSED: John Maddente

Also present: Jocelyn Bubolz, Library Director

Public comments/discussion: no comments

Approval of minutes: MOTION TO APPROVE APRIL 12, 2005 MINUTES
(IRWIN/QUINLIVAN) CARRIED

Communications: Jeff read a letter from Carol Snyder to the Library Board thanking the Board and City for their goodbye party, recognitions and gifts to honor her years serving as a member of the Library Board and as the Board President.

Jeff also informed the board that Linda Kuklinski would be leaving the city council effective June 6, 2005 and moving out of the city of Delafield.

Committee Reports/Friends' Report:

The Friends of the Delafield Library held a book sale and perennial exchange on May 7, 2005. Approximately \$631.00 dollars was collected from the sale of books. St. Johns/Northwestern students helped out at the book sale, transporting books between the annex and Fish Hatchery and back. Their assistance was much appreciated.

Bob Mitchell, Marty Webb and Jocelyn accepted an invitation for a May 5, 2005 tour of the recently completed New Berlin Public Library plus lunch and discussion. A presentation was given by Katie Schulz, New Berlin Library Director; Michael Bahr, Architect, Plunkett Raysich Architects, LLP and Murray Pappendorf, Riley Construction Co., Inc. Bob reported on the size, design and state of the art features. The City of New Berlin bonded for the entire cost of the library. The New Berlin Public Library Foundation is fundraising to help offset some of the cost paid by taxpayers.

The Tri-Partisan Committee continues to work on details for Delafield Days; a meeting date will be set in the near future. A questionnaire was sent by Jocelyn on behalf of the Tri-Partisan Committee to Delafield Chamber of Commerce President Scott Steinhorst and Executive Director Cate Rahmlow. Jocelyn is awaiting a reply. Jocelyn also talked to Hartland Music for clarification on how they wish to participate.

Directors Report:

Jocelyn reported that much activity is happening behind the scenes as the library prepares to migrate to the new automation system, so everyone is quite busy.

Jocelyn attended an employment law seminar which covered both state and federal personnel regulations. Part of the cost to attend the seminar paid for an employment law manual and a CDROM with electronic files of all the forms included in the manual.

Constellation/Café status/timeline/Policy adjustments:

In the first week of August Constellation will migrate to Café and the new Sirsi software. Currently, and through the end of July, we will be studying test loads of data to be sure all our data is mapping over to the new system correctly. Accurate cataloging is crucial for transferring data from our old software to the new.

Farber Fund:

Robert Transon advised the board that Brian Faracy will be moving to a new office in Waukesha, located near the Machine Shed Restaurant. Brian remains with the Raymond James Investment Company.

Bob reported a balance of \$133,982.49 in the Farber Fund, and a balance of \$9,505.61 in the Building Together Fund.

Tom Aul's Capital Campaign Committee has incurred some fund raising expenses for items such as brochures. Bob will write a check for \$8,500 from the BTF to the Committee's 501 (3) (c) account to cover expenses incurred by the Capital Campaign Committee. The Committee is obligated to keep records of donations and expenditures as part of its 501 (3) (c) requirements.

Financial report & bill approval:

Jocelyn reported through the end of March that approximately 25% of the budget has been spent. A new DVD spinner rack was purchased to ease crowded media shelving
MOTION MADE TO APPROVE THE BILLS (MITCHELL/WEBB) CARRIED-
TRANSON WAS ABSENT FOR MOTION

Set/confirm next meeting date:

The next meeting will be one week earlier than usual, on June 7, 2005. Tuesday, Jocelyn will check availability of the city council meeting room.

Adjournment – time: 7:44 PM

MOTION MADE TO ADJOURN AT 7:44 PM (IRWIN/QUINLIVAN) CARRIED-
TRANSON WAS ABSENT FOR MOTION

Minutes prepared by Marty Webb, Library Board Secretary