

Delafield Public Library Board of Trustees Meeting
Minutes for August 16, 2005

Call to Order by President Jeff Krickhahn at 7:03 PM

Present: Jeff Krickhahn Jody Goswitz, Karen Irwin, Marty Webb, Dick Reul, John Maddente, Robert Mitchell (arrived 7:14 PM-departed 9:34 PM)

Also present: Terry Zignego, Interim Library Director

Jeff and members of the board welcomed Dick Reul, our newest appointee

Approval of Agenda:

MOTION TO APPROVE AUGUST 16, 2005 AGENDA (MADDENTE/WEBB)
CARRIED

Public comments/discussions: no comments

Approval of minutes:

MOTION TO APPROVE JULY 12, 2005 MINUTES (MADDENTE/GOSWITZ)
CARRIED

Communications: no communications

Committee Reports/Friends Report: Terry reported on the Noodles and Company promotion, Friends' of the Library received a check for \$300.00. The Coldstone Creamery has a similar promotion volunteers would be needed.

A discussion regarding appointing a liaison from the board/staff and the Friends' will be added to the September agenda.

Terry talked to Rick Leiblang regarding participation in Halloween events in Delafield for fundraising; it was decided to focus on a possible fundraiser in December.

Directors Report: Terry reported that Jennifer Chamberlain, Head of Reference Services, is on a 12 week leave after having her baby, Renee Anhalt has been hired part time starting August 15, 2005 , her prior employment was at Oconomowoc Public Library.

The new circulation system, Café' was implemented for the library patrons on August 10, 2005, this has caused longer check out times due to the need to issue new library cards..

The summer reading program statistics for circulation, sign-up, and attendance were down for the first time in many years, speculations included exceptional summer weather and lack of suitable space.

Chris Cramer, Circulation Supervisor/Computer Technician and Pat Plamann, Business and Acquisition Manager put in requests for classes to improve their work skills. Chris' class is Microsoft XP, cost \$283.05 for class, \$91.00 + tax for the book. Pat's class Microsoft Access thru WCTC is \$89.35 a book is not required.

Director Search/Staff positions:

Terry has received four resumes for the Delafield Public Library Directors job vacated by Jocelyn Bubolz. September 15, 2005 is the deadline for applications.

Vacation Policy:

The board discussed a need to clarify the present vacation policy, it was decided to study city policy and bring ideas such as rollovers/transfers/cash outs to the next board meeting.

Farber Fund: Karen reported the Farber Fund as of May 29, 2005 as \$133,982.49, and July 29, 2005 as \$139,090.16. There were withdrawals this month of \$2,992.00.

Financial report & bill approval:

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

Budget 2005/2006: Terry advised the board the library budget needs to be submitted to the city clerk by September 2, 2005. Jeff will be meeting with Terry in the next couple weeks to go over the initial 2006 budget draft.

Set/confirm next meeting date: Tuesday, September 13, 2005, at 7:00 PM.

Adjournment – time:

MOTION MADE TO ADJOURN AT 9:37 PM (IRWIN/REUL) CARRIED

Minutes prepared by Marty Webb, Library Board Secretary