

Delafield Public Library Board of Trustees Meeting
Tuesday May 16, 2006, 7:00 pm
Council Chambers, City Hall

Call to Order by John Maddente at 7:04 pm

Present: Anita Ziffren, Karen Irwin (left @ 8:40 pm), Marty Webb, John Maddente, Dick Reul, Robert Mitchell

Excused: Jeff Krickhahn, Barb Rambadt, Jody Goswitz

Also present Robin Flory, Delafield Library Director, Jim Behrend, County Board Supervisor

Approval of Agenda:

MOTION MADE TO APPROVE THE AGENDA (REUL/MITCHELL) CARRIED

Approval of Minutes:

Correction: Under Farber Fund, the correct balance fund is \$140,710.18 not \$147,710.18

MOTION MADE TO APPROVE CORRECTED MINUTES FOR APRIL 11, 2006

(IRWIN/REUL) CARRIED

Jim Behrend County Board Supervisor, Discussion of Act 150

A discussion followed regarding the Consolidated versus Federated Library Systems and the changes regarding building new libraries by the Act 150 Library Planning Committee. Jim does not know a lot about the Act 150, but will look into it.

Also discussed were the two options presented to the city for handling the space needs for all city departments. On May 18th there will be an open house at the Hawks Inn for the formal proposals by the Zimmerman Design Group and the Geason's Venture Development firm.

Public Comments/Discussion: no comments

Farber Fund: Karen reported there is \$142,955.12 in the brokerages account, cash in the brokerage account is \$1601.03 and the checking account has \$1,691.05.

Communications: Robin received a complimentary letter from Bonnie Butler from the Town of Summit to the library staff for their helpfulness and suggestions regarding out of state taxes and appropriate tax forms.

Memo from the Delafield City Accountant in its entirety for the official records:

To: Library Board

From: Marie Williams, City Accountant

Date: April 12 2006

Subject: Fund Balance

In 2005, the library's net revenues (less expenditures) exceeded its budget by \$46,797.21. That amount was added to the fund balance at the end of the year. Included in this fund balance addition was \$23,875.74 of salary expenditures that were not spent during the year but that had been budgeted for.

The library's cash is commingled with the City's other monies and invested during the year, primarily in certificates of deposit and in the State of Wisconsin's Local Government Investment Pool. Attached is a copy of the most current Treasurer's Report that details where and at what rate those funds are invested.

The Fund balance may be used during the year as approved by the Library Board. Costs will be allocated to the accounts in which they were incurred. Therefore, if an expenditure account's balance exceeds its budget, an overage (negative) balance will be presented for that account on the income statement. This negative amount will then be deducted from the library's fund balance.

Director's Report: Robin suggested changes in the present fines collected. Now the charge is 15 cents per day for adult materials, \$1 per day for DVD/Video's there are no charges presently for children. Her recommendations are 10 cents per day on all materials adult and children, 50 cents per day for DVD/Video's, and a \$10 cap on every card for fine limits. Mitchell recommended a \$20 cap.

Robin requested \$4000 from the Farber Fund for graphic novels/manga and books on CD.

MOTION MADE TO SPEND \$1,000 FROM THE FARBER ACCOUNT FOR GRAPHIC NOVELS (WEBB/MADDENTE) CARRIED

Friends of the Library collected \$1,300 from their last book sale

Terry Zignego sent a written update on the Youth Services. They are working on finalizing the summer programs. She is visiting the schools handing out flyers during lunch period. Waukesha State Bank donated \$300 for summer concerts, other local businesses have donated prizes for incentives for children/adult programs. Terry attended workshops at the Wisconsin Public Librarians conference on May 4-5

Directors Evaluation:

Adjourn into closed session:

MOTION MADE TO ADJOURN INTO CLOSED SESSION AT 8:18 PM

(REUL/IRWIN) AYES: IRWIN, WEBB, MADDENTE, REUL, MITCHELL, ZIFFREN

Reconvene into open session:

MOTION MADE TO RECONVENE INTO OPEN SESSION AT 8:37 PM

(WEBB/MITCHELL) AYES: IRWIN, WEBB, MADDENTE, REUL, MITCHELL, ZIFFREN

MOTION MADE TO RAISE ROBIN FLORY'S SALARY, AFTER THE PROBATIONALRY PERIOD, 8.5% RETROACTIVE TO MAY 15 2006 (REUL/WEBB) CARRIED

Policies (Vacation/Fines): Tabled until next month

Committee Reports: Anita attended the Tri-Partisan planning meeting for Delafield Days

Bill Approval:

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

Set/confirm next meeting date: June 13, 2006 at 7:00 pm

Adjournment – time

MOTION MADE TO ADUOURN AT 8:55 PM (REUL/WEBB) CARRIED

Minutes prepared by Marty Webb, Library Board Secretary