

DRAFT Minutes of the
Delafield Public Library Board of Trustees Meeting
Tuesday, December 12, 2006
Council Chambers, City Hall

Call to Order by President Jeff Krickhahn at 7:05 p.m.

Present: Karen Irwin, Char Hall, Jeff Krickhahn, John Maddente, Robert Mitchell

Excused: Dick Ruel, Barb Rambadt, Marty Webb, Anita Ziffren

Also present: Robin Flory, Library Director

Approval of Agenda: MOTION TO APPROVE AGENDA (MADDENTE, KRICKHAHN) CARRIED.

Approval of minutes of November 14, 2006. MOTION TO APPROVE (HALL, KRICKHAHN) CARRIED.

Public comments/discussion: none.

Farber fund report: K. Irwin reported that there was \$147,956 in the brokerage fund; \$5,701 in the money market fund, and \$766 in the checking account, meaning that there is over \$6,000 in ready cash. It was agreed that we would have a future agenda item regarding investment strategy and disbursement policies.

Youth Services report: Terry Zignego submitted a short written report of some of the activities of the staff, including welcoming classes from Cushing and Lake Country School. Judy Becker and Diane Basting represented the library at "Christmas in Delafield" on December 2nd. Diane also developed a program series called "Scooby-Doo Super Sunday," featuring stories and crafts. A teen book discussion and a teen advisory panel were also mentioned. The first bookmark contest was deemed a success, with thanks to Bob Webb for printing 50 copies of each first place design bookmark.

Director's Report:

-The Council approved the reinstatement of \$13,000 to the library board's request for the 2007 city budget.

-The circulation area was rearranged and so far it is proving more efficient and effective.

-Programming: holiday card making, monthly Sunday preschool, and regular children's story hours and crafts.

-New materials are being ordered and processed as a result of Farber Fund contributions, for which the Library is very grateful.

-Applications are being accepted for a full-time reference librarian.

- The Director is taking another course in the non-profit management program at U-W Milwaukee.

The Director informed the Board that the **WCFLS Member Library Contract was signed.**

Committee and other reports: Jeff Krickhahn called for volunteers to work at the Fish Hatchery on December 15th for “Pizza with Santa.” About 45 people have already paid their \$7.50 to have pizza and enjoy a magician’s performance before the children get to talk to Santa. This is a community event designed to promote good will for the library.

J. Krickhahn also mentioned there will be a meeting with Friends of the Delafield Public Library regarding fundraising.

At 7:45 John Maddente **moved to adjourn into closed session** per state statute 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, in this case, regarding the Library Director. Char Hall seconded the motion; passed unanimously.

At 8:02, Bob Mitchell **moved to reconvene into open session;** Karen Irwin seconded and the motion passed unanimously.

Director’s compensation: MOTION MADE TO INCREASE THE DIRECTOR’S CURRENT SALARY BY THREE (3) PERCENT, EFFECTIVE JANUARY 1 (IRWIN, MADDENTE). Discussion made it clear that it was the maximum allowable by the PAR study. PASSED UNANIMOUSLY.

Further discussion not directly related to the motion resulted in agreement on the procedure for a Director’s evaluation. B. Mitchell noted that Boards should have some established procedure for a regular evaluation of their Directors, and that the Delafield Public Library Board had, by past custom, allowed the President to name one or more members to an ad-hoc evaluation committee. This was accepted by the Board as not needing a formal motion; consequently, J. Krickhahn appointed Dick Reul, John Maddente, and Bob Mitchell to this committee. It was agreed that the committee will meet face to face with Director Flory to set mutually-agreed upon goals and criteria. Furthermore, the entire Board should be prepared to offer suggestions as to which goals are appropriate. Finally, the Board should develop a structure in which its performance is critiqued by itself, the Director and staff, and any other stakeholders as appropriate.

Approval of bills: MOTION TO APPROVE PAYMENT OF BILLS SUBMITTED (HALL, IRWIN) CARRIED.

Next meeting date: January 9, 2007.

MOTION TO ADJOURN AT 8:36 (HALL, KRICKHAHN) CARRIED.

Minutes prepared by Bob Mitchell.