

DRAFT Minutes of the  
Delafield Public Library Board of Trustees Meeting  
Tuesday, September 11, 2007. 7:00 PM

**Call to Order** by President Jeff Krickhahn at 7:02 pm

Present: Anita Ziffren (dep. 7:55), Denise LaBott, Marty Webb, Dick Reul, Jeff Krickhahn, Andrea Shrednick, Dick Niles, Robert Mitchell, Char Hall

Also Present: Library Director, Terry Zignego

**Roll call and Introduction of guests:** Noel Aicher , Cate Rahmlow, Plan B Committee; Rob Wold, Associate Architect from ARCHDESIGN

**Approval of agenda:**

MOTION TO APPROVE THE AGENDA (WEBB/REUL) CARRIED

**Approval of minutes for August 14, 2007 and August 25, 2007**

Correction on the August 14<sup>th</sup> minutes under director's report: Robin stated that the board members were a fine **group** to work for and appreciated the latitude given her to operate the library

MOTION TO APPROVE AUGUST 14, 2007 MINUTES AS CORRECTED  
(HALL/NILES) CARRIED

MOTION TO APPROVE AUG 25, 2007 MINUTES (MITCHELL/NILES) CARRIED

**Public Comments/Discussion:** Guests will discuss under library space needs/Plan B

**Financial and Farber Fund report:** no report available

**Appoint treasurer:**

MOTION MADE TO APPROVE ROBERT MITCHELL AS TREASURER  
(HALL/NILES) CARRIED

**Discussion and possible action on library space needs/Plan B:** Noel handed out two documents: "Library Work Group Report" and "Report to the Common Council, City of Delafield", a comprehensive overall view from the Plan B committee.

Rob Wold went over the design plan for Library and City Administration shared space at the present site, question and answer session followed. A question came up regarding a shared facility with St. John's Northwestern. In the August meeting Jeff recommended to City Administrator Matt Carlson that both Delafield and St. John/Northwestern's boards meet and discuss possible shared library spaces. Matt told Jeff that would not be necessary. Jeff will ask Matt to the next board meeting to discuss whether this shared space is viable.

Board thanked Plan B Committee for their hard work and specifically Noel & Cate.

MOTION MADE THAT THE DELAFIELD PUBLIC LIBRARY BOARD  
ENTHUSEASTICALLY ENDORSES THE PLAN B COMMITTEE REPORT TO THE  
DELAFIELD COMMON COUNSEL AS A DEPICTION OF A TRUE COMMUNITY  
LIBRARY.

THE ST. JOHN'S/NORTHWESTERN MILITARY ACADEMY TENTATIVE PROPOSAL FOR A JOINT LIBRARY WILL BE CRITICALLY EVALUATED AS AN ALTERNATIVE, ASSUMING IT IS PRESENTED AS A WRITTEN PROPOSAL OF THE SAME QUALITY AS THE PLAN B REPORT. (MITCHELL/REUL) CARRIED-ABSENT ZIFFREN

**Discussion and possible action on drop box at village square:** Terry informed the board the drop box was delivered but no cart was included in the drop box. Terry will talk to Matt about the needed cart to complete the transaction with United Properties and report to the board at the October meeting. The cost of the cart is \$1,500.

**Discussion of budget:** Terry discussed some increases due to loss in revenue from delinquent book fines, higher cost of materials, and a 3% salary increase. It is still being fine tuned to present to the city finance committee

**Discuss hiring replacement for children's librarian:** Terry recommended hiring a replacement for her former position. She is looking for a children's librarian for 26 hours a week and has a master's degree.

MOTION TO AUTHORIZE TERRY TO ADVERTISE AND HIRE A CHILDREN'S LIBRARIAN AT DIRECTOR'S CONDITIONS AND DIRECTIVES (REUL/NILES) CARRIED-ABSENT ZIFFREN

**Discuss & adopt of library policies:** Terry is sending the information via e-mail so members can look it over and adopt before the next meeting. Mitchell, Labott and Shrednick will be meeting to set library performance objectives with Terry for her review in six months.

**Director's Report:**

- Staff members helping selection process for adult materials that Robin was responsible
- The 3M/Minute check (\$13,100) received also (\$125) refund cancelled class for Robin
- Cheri Riehle hired to assist with story hour thru 2007
- Mandy, reference librarian, has planned an 8 week film discussion series; she will be facilitating adult book discussion meetings once a month
- Teen Advisory Board meets this week to finalize fall program dates
- Aug circ numbers up by 2000 over 2006 thru great programs, collection and hard work

**Committee reports and other reports:** Friends of the Library Used book sale, Sat, Sept 15 9:00am-3:00pm Fish Hatchery. Volunteers needed to move the books from the annex on Fri. 500pm-800pm and clean up Sat. 300pm-500pm. Call M. DeYoe 262-646-2907

**Audit and approval of monthly expenditures:** MOTION TO APPROVE BILLS (SHREDNICK/LABOTT) CARRIED-ABSENT ZIFFREN

**Set/confirm next meeting date** – October 9, 2007 MOTION MADE TO ADJOURN AT 9:28PM (WEBB/REUL) CARRIED-ABSENT ZIFFLER  
Minutes prepared by Marty Webb, Library Board Secretary

