

DRAFT Minutes of the  
Delafield Public Library Board of Trustees Meeting  
Tuesday, January 8, 2008, 7:00 PM

**Call to Order** by President Jeff Krickhahn at 7:05 pm

Present: Robert Mitchell Dick Reul, Marty Webb, Denise Labotte, Jeff Krickhahn, Andrea Shrednick, Noel Aicher, Char Hall

Excused: Dick Niles

Also present: Terry Zignego, Library Director

**Roll Call and introduction of guests:** None present

**Approval of Agenda:**

MOTION TO APPROVE AGENDA (SHREDNICK/MITCHELL) CARRIED

**Approval of minutes, Nov. 13, 2007:**

Corrections: Noel Aicker to Noel Aicher, Ed MacAleer to Ed McAleer, under Discuss Performance Objective: Debbie to Denise and Andrea ...

MOTION TO APPROVE CORRECTED MINUTES FOR NOV 13, 2007  
(MITCHELL/REUL) CARRIED

**Public comments/Discussion:** None present

**Financial and Farber Fund Report:**

Robert reported as of Jan 5<sup>th</sup> cash \$4,381.16, securities \$149,563.22 total assets \$153,944.38, checking \$1,121.91 (not included in total assets)

Payment was sent to the Library for Value Line Investments Publication for \$1800.00.

Robert reported that, although Karen Irwin provided him with a password to the Farber Fund securities account, he did not obtain access to the checking account. After spending some time on the telephone with Brian Faracy at Wells Fargo, Brian apologized for not providing an orientation to the procedures, including the need to provide a signature card to the Wells Fargo Bank. Robert requested that a written set of instructions regarding the maintenance of the Farber Fund be kept with the description of the Treasurer's duties so that a transition from the current Treasurer to his successor will go smoothly.

**Discuss & adopt library policies:**

Under internet use policy "a parent or guardian needs to complete a permission form for children under 18..." Terry contacted John DeBacher, Public Library Administration Consultant at the Wisconsin Division for Libraries, Technology, and Community Learning. He advised her there is no law regarding age. It is the board's decision but recommended we keep it under 18. So the policy will stand as is.

Policy: Unattended Children-Draft

MOTION MADE TO ACCEPT UNATTENDED CHILDREN AS WRITTEN  
(SHREDNICK/MITCHELL) CARRIED

Terry brought up the question of Interim Director that she held prior to taking the Library Director's job. After a discussion it was concluded the Director has the discretion for chain of command and the Director would designate such.

Discuss holiday closings for 2008:

The Holiday closings will follow the City's

The Library will attempt to stay open on snow days case by case, check the library web site or call the library.

**Director's Report November & December:**

- Overall circ 2007/2008 increased year to year 12%, internet increase 16%
- Jane Oliver-Purton accepted the part time children's librarian position
- Friends of the Library building shelves in annex for book sales on site
- Delafield Block Party – children's activities tent a possibility
- Terry will attend a Hawks Inn board meeting, invited by Mary Daniels to discuss ways the Library & Hawks Inn can partner in the future
- The new restaurant Five Guys' Director offered to hold a "fundraiser" for the library, 15% of sales in 4 hour period to be donated to the Library; this is scheduled for Sunday Feb 24 from 4-8 pm
- Mandy, adult services librarian, has started a Book Buzz Blog, linked from the library's homepage. It will include upcoming book club books/meetings, discussion from previous book club meetings, book recommendations, etc. Patrons are invited to comment on reviews and give their recommendations.
- Friends Fest, Saturday, January 19, 2008, 5:00-7:00 pm at the Fish Hatchery. Sponsored by the Library Board & Friends of the Delafield Public Library, enjoy appetizers and drinks, Blue grass music by local band Wooden Bridges. Have you questions answered about the Library's future and how you can help.  
RSVP 262-646-6230

**Discussion of upcoming referendum:**

The board unanimously agreed to write a "letter to the editor" in the area newspapers supporting the referendum choices.

**Committee reports and other reports:**

Pizza w/ Santa was well attended and enjoyed, next year there will be a two dates, Friday evening and Saturday afternoon.

**Audit and approval of monthly expenditures:**

MOTION TO APPROVE BILLS (HALL/SHREDNICK) CARRIED

**Set/confirm next meeting date February 12, 2008**

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

Minutes prepared by Marty Webb, Board Secretary

