

Karl Junginger Memorial Library
Board of Trustees
Meeting Minutes
January 25, 2011
5:15pm
Pearl Hyer Conference Room

Roll: Cecilia Wiltzius, Mike Strasser, Connie Schiestl, Ellen Sullivan, Art Biermeier and Keith von Huben, Erin Severt (at 5:31).

- I. Mike called the meeting to order at 5:15pm.

Approval of Agenda - Connie moved and Ellen seconded to approve the January Board meeting agenda. The agenda was approved.

- II. Reading of Minutes – Art moved and Keith seconded to approve the November Board meeting minutes. The minutes were approved.
- III. Correspondence, Appearance, Public Comment. – No correspondence, appearance or public comment.

- IV. Director's Report

- a. Statistics. Cecilia presented some numbers of 2009 vs. 2010. Internet use is actually down possibly because of fewer job hunters using the services.
- b. Donations. Annual donations from the Town of Portland, and from the Sillman family. Also a large amount of very nice stuffed animals were donated.
- c. The BP stock has been sold for \$2139.19
- d. Two of the artists from the October art festival have donated some work that is now on display.
- e. Calvin has been out for the month of January for medical reasons. He will return in February.
- f. Jefferson County Library Planning Group. Steve Grabow, UW-Extension, led five planning sessions for the Jefferson County Library Service. They were intended to be an audit of public library service in the county. Cecilia attended all of the sessions. They ended up being modest in scope and will require more planning sessions to accomplish the goal of defining the purpose of the Jefferson County Library Service and its role in public library service. They will continue without our participation.

Approval of Director's Report - Art moved and Connie seconded to approve the Director's Report. Report approved.

- V. Unfinished Business

- a. Employee Personnel Handbook: Work Rules. Review additions to the handbook specifically focused on Library employees. New language added to sections covering:
 - 1. *Probationary Period*
 - 2. *Termination*
 - 3. *Hours of Work* with the addition of verbiage to reflect that two employees are always *scheduled* to be present during business hours,

Art moved and Ellen seconded and the motion to amend the Employee Personnel Handbook was approved.

VI. New Business

- a. 2010 Annual Report. Required by Wis. Stat. s 43.58(6)(c) The board reviewed a statement concerning Public Library System Effectiveness. The board confirmed that the Mid-Wisconsin Federated Library System DID provide effective leadership and adequately meet the needs of the library. Ellen moved and Connie seconded and the motion passed.

VII. Date, place and time of next meeting – Tuesday, February 22, 2011 at 5:15pm in the Pearl Hyer Conference Room at the library.

VIII. Adjournment – Art moved and Keith seconded to adjourn the meeting. Meeting adjourned at 5:55pm.

Respectfully submitted,

Keith von Huben, Secretary