

Lester Public Library
Board of Trustees Meeting
Tuesday February 12, 2008, 7:00 p.m.
Community Room of the Lester Public Library

- 1. Call to Order** – Called to order 7:00 PM by President Patrick Gagnon in the Community Room of the Lester Public Library. Proper notice had been given.
- 2. Roll Call** – Present - President Patrick Gagnon, Teri Wagner, Wayne Schultz, Sheridan O'Rourke, Kirsten Miller, Sharon Stone. Absent & Excused: Brenda Krause, Rick Henrickson, Joyce Beth &. Terry Schumacher. Also present: Director Jeff Dawson, Paul Callen, VP Bank First National & Recording Secretary Elaine Olszewski-Steckler.
- 3. Invited Guest** – Paul Callen of Bank First National distributed & reviewed the current investment mix & performance record of the Library Gift Investment Fund. Patrick Gagnon requested that the bank provide this type of report on a quarterly basis. Mr. Callen indicated that he would do this. President Gagnon thanked him for the presentation.
- 4. Public Comment** - None.
- 5. Approval of January Board Meeting Minutes** – Moved by Teri Wagner, seconded by Sheridan O'Rourke to accept the January 2008 Minutes. Motion approved unanimously.
- 6. Expenditures & Financial Reports** – Moved by Sharon Stone, seconded by Teri Wagner to accept the January Detail Ledger, Budget Summary Reports and Bank First Investment Statement as presented. Motion approved unanimously.
- 7. Committee Reports** – None.
- 8. Director's Report** – Director Dawson announced the Manitowoc Calumet Library System is in receipt of an LSTA Grant for Gaming with Teens. The library purchased a Wii as part of this grant. Library staff had an opportunity to play with the Wii at a recent staff appreciation dinner. Dawson praised the Herald Times Reporter for their continued positive press, noting a front-page article for the Milwaukee Buck's Ticket Reading Incentive the library is currently offering. Mr. Dawson reported that the library will be distributing the internet policy on specially designed bookmarks, in an effort to raise patron awareness.
- 9. Communications** – HTR articles and bookmark discussed in the Director's report. Sheridan O'Rourke requested a welcome note be sent to incoming Manitowoc Public Library Director Patty Dwyer Wanniger on behalf of the board.
- 10. Report from City Council Representative** – None.
- 11. Report from School District Representative** – School Representative Kirsten Miller reported declining enrollments are having an impact on budget issues. The 4 Year-Old Kindergarten has been approved in concept, however, with the structuring of the DPI funding, approval to fund the program has not been given.
- 12. Report from County Representative** – None.
- 13. Unfinished Business** – Proposed changes to the Bylaws of the Library Board were discussed with no action at this time. Discussion on investment of gift funds is tabled.
- 14. New Business** -
 - A. Annual Report** -Director Dawson presented the board with the Statement Concerning Public Library System Effectiveness – to be included with the annual report due March 1, 2008. Moved by Schultz, seconded by O'Rourke to check the “DID NOT provide effective leadership and adequately meet the needs of the library” box of the Statement Concerning Public Library System Effectiveness.

Motion approved unanimously. Dawson will provide the explanation of the board's response, for President Gagnon's signature.

B. Library Director Annual Review – President Gagnon requested all board members review and each be prepared to give Dawson a review of his most note-worthy accomplishments and challenges in closed session at the next regular meeting. The criteria will be Dawson's own 1-year goals, the job description, and an assessment by City Manager Greg Buckley, if Mr. Buckley chooses to do so, with Recording Secretary Elaine Olszewski-Steckler to record for Dawson's personnel file. A packet containing review materials to be mailed 1 week early (week of Feb. 25).

C. Nominating Committee will be Teri Wagner, Rick Henrickson & Joyce Beth as chairperson.

D. Expiring Board Terms – Sharon Stone's first term will expire this year. She has indicated that she is interested in re-appointment. Sheridan O'Rourke's second term expires this year. President Gagnon stated persons interested in appointment to the Library Board of Trustees need to contact the City Manager's Office for an application.

E. Emergency Policy & Procedures – policy is in the process of being updated and will be presented to the board for a potential action at the March meeting.

15. Trustee Education – None.

16. Closed Executive Session - None. Meeting remained open

Moved by Sheridan O'Rourke, seconded by Kirsten Miller for adjournment.

Meeting adjourned 8:16 PM.

Respectfully Submitted,

Elaine Olszewski-Steckler
Recording Secretary