

**LESTER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**February 10, 2009, 7:00 PM**  
**Community Room of the Lester Public Library**

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Call to Order – President Patrick Gagnon called the meeting to order at 7:00 PM.

Roll Call – Members Present: Patrick Gagnon, Robert Fay, Terry Schumacher, Rick Henrickson, Brenda Krause, Kirsten Miller, Jay Orvis, Sharon Stone & Teri Wagner.  
Absent & Excused: Joyce Beth. Also Present: Library Director Jeff Dawson, and Adult Services Coordinator Chris Hamburg.

Public Comment – None.

Invited Guests – None.

Approval of Minutes – Motion to approve minutes of January 13, 2009 made by Rick Henrickson, second Robert Fay. Voice vote carried unanimously.

Expenditures & Financial Reports – Motion accepting the December 2008 financial reports – Detail Ledger, Trail Balances, Budget, Edward Jones, Tower Square Securities, and BankFirst National made by Brenda Krause, second by Terry Schumacher.  
Discussion followed – Board members agree to set a March agenda item for the purpose of reviewing investment account performance. Voice vote carried unanimously.

Committee Reports – None.

Board Member Comment – None.

Director's Report – Mr. Dawson reported receiving 145 applications for the part time circulation desk position. Dawson and his staff welcome Debbie Madrid as our new Circulation Desk Attendant. Debbie has previous experience working at the Freeport Library in Illinois. Director Dawson indicated that one of the microfilm readers is in need of replacement. The estimated cost of replacing the machine is between \$5,000 - \$10,000. The library is in receipt of \$2,000 from the Friends to put toward the purchase of a new microfilm machine. Manitowoc Calumet Library System update on DPI  
Recommendations – Dawson will continue to update the board as progress is made. Mr. Dawson met with the new Director of Manitowoc Public Library, Cherilyn Stewart.

Communications – None.

Report from City Council Representative – City Manager Greg Buckley has asked his staff to go back and cut 2% from the operating budget of each department. Mr. Orvis stated the library is a wonderful resource to have, and is needed even more in poor economic conditions. Jay has received nothing but praise from the community regarding Lester Public Library.

Report from School District Representative – School Representative Kirsten Miller discussed the financial struggles the School District is working through.

Report from County Representative – Mr. Henrickson urged the members to continue the good work.

Unfinished Business –

A) Personnel Policy – Moved by Brenda Krause, second Bob Fay approving Personnel Policy Title 4, Chapter 2 as presented with the following edits: striking “(vacation, holiday and sick leave)” under Part-Time Business Manager, striking the “s” in days under paragraph 04-02-01 – Floating Holiday, and capitalizing the word Board in the last sentence of 04-02-05 c) 1. Non-Union Employee Grievances and approving Personnel Policy Title 4, Chapter 1 as presented with the following edit: Capitalize the word Library under paragraph c. Voice vote carried unanimously.

New Business –

A) Annual Review Process for the Library Director. Mr. Gagnon requested Director Dawson provide the Board with listings of his 2008 and 2009 goals. The board will use these as the basis of Dawson’s evaluation. The process will remain the same as last year with the Board posting a Closed Session. Each member will take a turn evaluating the Director’s strengths and weaknesses, with the recording secretary taking notes for Jeff’s personnel file.

B) Moved by Rick Henrickson authorizing Patrick Gagnon to sign the Library’s Annual Report to the State of Wisconsin and voting yes to satisfactory performance of Manitowoc Calumet Library System, contingent on the final draft. Mr. Dawson indicated that the report would need further editing before it was ready for signature. Elaine will mail out the final copy to all members. Mr. Gagnon requested board members report directly to Director Dawson with any questions or concerns before the report goes to the State. Jay Orvis seconded the motion. Voice vote carried unanimously.

Closed Executive Session –

The Library Board of Trustees reserves the right to enter into Closed Session, per Wisconsin Statutes s. 19.85(1)(c) which allows closed session when the employment, promotion, compensation, or performance evaluation data of any public employee under the jurisdiction of the particular government body is being considered.

Mr. Gagnon stated the meeting would remain open. Closed Session not held.

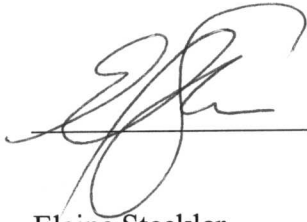
President Gagnon asked if any further business was in order.

Library Director Dawson clarified points of employee evaluations. Dawson stated that evaluations will not be used as a disciplinary tool. Employees reporting to Chris Hamburg and Terry Ehle are currently not evaluated, as by choice of each supervisor. If an employee requests an evaluation, one must be provided, per contract stipulation.

Jeff reviewed statistics with the board upon request of member Brenda Krause. January 2009 Circulation and Foot Traffic have increased by 4% and 2%, respectively.

Trustee Education: Director Dawson gave a presentation on Social Software, the Internet and Marketing: the Lester Public Library Experience.

Moved to adjourn at 8:18PM by Wagner, second by Miller.



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Elaine Steckler  
Recording Secretary