

**LESTER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
April 13, 2010 7:00 PM  
Community Room of the Lester Public Library**

---

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

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

Public Comment – President Gagnon introduced Rebecca Petersen, Manitowoc-Calumet Library System Director.

Approval of Minutes – A motion was made by Joyce Beth, second by Brenda Krause, approving the Minutes of March 9, 2010. Upon voice vote, motion carried unanimously.

Expenditures & Financial Reports – None. A motion was made by Rick Henrickson, second by Robert Fay accepting and filing the financial reports of January & February 2010 for the funds 280 & 282. Upon voice vote, motion carried unanimously.

Committee Reports – None.

Board Member Comment – Teri Wagner reported receiving positive comments on Jeff Dawson. Rick Henrickson expressed his appreciation for the work of the staff and stated he was impressed with the organization and efficiency of the employees during his recent visit.

Director's Report – Director Dawson submitted a written report for the month of March and highlighted the following:

- Dawson attended and presented at the Public Library Association Conference held in March. Director Dawson presented to a group of approximately 700 librarians from around the country. Dawson also gave a Virtual Webinar Conference for librarians unable to attend the conference. Mr. Dawson lectured on the value of Social Networking Tools incorporating the library's role within the community and the importance of the same.
- Director Dawson stated the City has received \$74,000.00 in grant funds for high efficiency lighting. Testing is needed to verify lighting is right for reading.
- Chris Hamburg received \$500 worth of product in the form of a grant from 4Imprint. These products will be used in the Adult Summer Reading Program as prizes.
- Walk-in statistics were up over last March by 12%.

Robert Fay congratulated Dawson on his recent appointment to the State LSTA Committee.

Communications – None.

City Council Report – None

School District Report – None.

County Board Report – None.

Unfinished Business –

- A) Title 4 Personnel, Chapter 3 Social Media and the Website Policy – new. A motion to adopt Title 4, Chapter 3 – Social Media and Website policy made by Robert Fay, seconded by Rick Henrickson. Upon voice vote, the motion carried unanimously.
  
- B) Self Check Machines & Purchase of EnvisionWare – Director Dawson presented the board with a Statement of Work and described the same. After further review by staff, it was determined not to proceed with the purchase of a DVD dispenser, but instead replace the SAM software with Envision Ware software. EnvisionWare is used to track public computer usage and client accounts. The staff determined that 2 self-check machines are needed. The location of self-check machines is yet to be determined. EnvisionWare and self check machine maintenance is expected to be approximately \$3000/annually. Moved by Brenda Krause, second by Rick Henrickson approving the purchase of 2 self check machines and EnvisionWare software in the amount of \$32,989.20 as stated in the Statement of Work Reference Number 27495 as presented before the board from fund 282 – Gift Account. Upon voice vote, motion carried unanimously.

New Business –

- A) Member Board Terms: President Gagnon requested Director Dawson revise Board By-Laws to align with municipal terms. Gagnon further requested the board consider action on the By-Law revisions at the May meeting. No action taken.
  
- B) Nominating Committee – Previous Committee Members, Joyce Beth, Chair, Rick Henrickson & Teri Wagner.

Brenda Krause was excused at 7:47PM

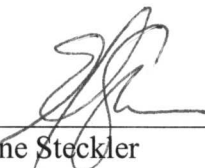
Closed Session. - None. Meeting remained in Open Session.

Board Education – Director Dawson presented 2 You Tube Videos – “What do you like best about Lester Public Library” interviews during the Open House September 2009 & “What do you like best about Lester Public Library” interviews at PLA March 2010. Dawson emphasized the role of the video on the internet in giving the viewer a

more personal experience of the Library and the Two Rivers Community. In addition to the social media, Dawson and staff are working to create a digital archive of interviews as part of the library's Local History collection.

At 8:18PM, Kirsten Miller moved to adjourn, second by Collette Tegan. Upon voice vote, motion carried unanimously.

Respectfully,



---

Elaine Steckler  
Recording Secretary