

LESTER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
May 11, 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, Judy Stuebs, Collette Tegen, Kirsten Miller, Rick Henrickson, Teri Wagner, & Jay Orvis. Also Present: Library Director Jeff Dawson, Adult Services Coordinator Chris Hamburg, and Youth Services Coordinator Terry Ehle. Members of the public present: Ms. Karen Valencia.

President Gagnon announced the appointment of Judy A. Stuebs to the Board of Trustees, reappointment of Brenda Krause.

President Gagnon then suspended the rules of order to move to Trustee Education – Summer Reading Programs. Terry Ehle and Chris Hamburg passed out materials and discussed the 2010 Summer Reading Programs. Ehle will be presenting to the Mishicot Middle School for the first time this year. Board members are invited to volunteer for special events during the summer. This year Ms. Ehle & Ms. Hamburg invite young adults to participate in the adult summer reading program.

Approval of Minutes – A motion was made by Rick Henrickson, second by Collette Tegen, approving the Minutes of April 13, 2010. Upon voice vote, motion carried unanimously.

Expenditures & Financial Reports – Moved by Brenda Krause, second by Robert Fay to accept & file financial reports of March 2010. Upon voice vote, motion carried unanimously. Ms. Krause requested copies of paperwork for redemption of investments. Board requested Director Dawson add these transactions to his report. Mr. Fay requested a snapshot spreadsheet of investment performance for Edward Jones be added to the monthly packet. Fay also inquired on the \$1,860 sum in miscellaneous income. This is reimbursement from MCLS for Dawson's services as Acting Director. Gagnon stated the board may want to consider consolidating investments with one firm.

Public Comment – President Gagnon requested if members of the public had any comment. Ms. Valencia indicated no.

Committee Reports – None.

Board Member Comment – None.

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

- The library estimates the arrival of self-check machines by the end of May. Dawson is hopeful to have staff trained and the machines operable in June.

- The self-check machines will be located in the Children's Department, and at the entrance where the current display cases are located.
- Display cases will be moved to the Local History Area.
- The library will be adding a self-service hold area, enabling patrons to pick up holds & check out without staff. Material will be banded in a manor that will protect privacy. Holds will be next to the self check machine at the entrance of the building.
- Inter Library Loan and DVD materials will still require patron interaction with staff.
- During April the foot traffic was up 16% and circulation was up 1% over April 2009. Year to date circulation is up 2% over 2009 and foot traffic is up 11% for the same period. An increase in job seekers needing computers and internet to apply for jobs, as well as WiFi users, Tom Petri's visit, and a conference art show contributed to an increase in non-circulation users.
- Dawson updated the board calendar and included it in this month's packet.

Communications – None.

City Council Report – Jay Orvis suggested Dawson work with Judy Goodchild on the lawn mowing schedule. Mr. Orvis stated less watering would save money. Orvis commended Dawson on the library website. Brenda Krause was excused at 7:47 PM. President Gagnon and Director Dawson thanked Orvis for his continued support of the library.

School District Report – None.

County Board Report – Mr. Henrickson announced reappointment through 2013.

Unfinished Business –

- A) **Board Member Terms:** By-Laws – Moved by Rick Henrickson, second by Kirsten Miller adopting amendment to the membership length of tenure from 2 terms to 3 terms as presented with noted changes to 1-1-1a & 1-1-2. Upon voice vote, motion carried unanimously.

New Business –

- A) **New Trustee Member** – President Gagnon announced the appointment of Judy Stuebs, and re-appointments of Brenda Krause, Jay Orvis and Rick Henrickson. No action required.
- B) **2010 - 2011 Officers** – Current Officers are as follows: President – Patrick Gagnon, Vice President – Rick Henrickson, and Secretary Joyce Beth. The Slate of Officers for 2010 – 2011 year is presented as follows: President – Patrick Gagnon, Vice President - Robert Fay. Collette Tegen moved to accept the 2010-2011 slate of officers as presented, second Rick Henrickson. Upon voice vote motion carried unanimously. President Gagnon then opened the floor for nominations to the office of Secretary. Robert Fay nominated Teri Wagner. Ms. Wagner declined the nomination. Rick Henrickson nominated Sharon Stone. Upon hearing no others, Rick Henrickson moved to accept the unanimous nomination of

Sharon Stone to the office of Secretary, second by Jay Orvis. Upon voice vote, motion carried unanimously.

- C) **Resolution – Joyce Beth** – President Gagnon requested action at the June meeting.
- D) **Director’s Annual Goals** - Moved by Collette Tegen approving the Director’s Annual Goals as presented, second by Kirsten Miller. Upon voice vote, motion carried unanimously. President Gagnon commended Dawson on his appointment to the state LSTA committee, giving Lester Public Library recognition and impact at the state level.

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

Council member Orvis requested the board consider changing the meeting time to 6:00 PM. President Gagnon indicated the subject will be open for discussion at the June regular meeting.

Jay Orvis moved to adjourn, second by Kirsten Miller. Upon voice vote, motion carried unanimously. Meeting adjourned at 8:07 PM.

Respectfully,



Elaine Steckler
Recording Secretary