

Lester Public Library
Board of Trustees Meeting
Tuesday September 11, 2007, 7:00 p.m.
Community Room of the Lester Public Library

1. Call to Order – Called to order at 7:00 PM by President Patrick Gagnon in the Community Room of the Lester Public Library. Proper notice is given.

2. Roll Call – Present: Patrick Gagnon, Rick Henrickson, Teri Wagner, Sheridan O'Rourke, Brenda Krause, Terry Schumacher, Joyce Beth, Kirsten Miller, Sharon Stone, Director Jeff Dawson, Adult Services Coordinator Chris Hamburg, and Recording Secretary, Elaine Olszewski-Steckler. Absent and Excused: Wayne Schultz

3. Public Comment: None.

4. Approval of August Board Meeting Minutes – Moved by Rick Henrickson and seconded by Joyce Beth to approve the August 14, 2007 minutes. Motion carried unanimously.

5. Expenditures and Financial Reports – Moved by Brenda Krause and seconded by Rick Henrickson to accept the August 2007 Detail Ledger and August 2007 Budget Report as presented. Motion carried unanimously.

6. Committee Reports -

A. Buildings & Grounds – Chair Teri Wagner will be accepting proposed ideas for a DeSwarte memorial through October. The committee will meet in early December to discuss proposals. Joyce Beth suggested Barbee Lester be contacted to serve on the committee.

7. Director's Report: - Tony LaLuzerne was hired as the new part-time reference associate. iBistro installation is complete. The library website has four new database subscriptions for patron use, Chilton Manuals, Price It, Legal Forms & Testing and Education. A \$1,280.00 Rotary grant has been awarded to the library. Proceeds from the grant will be used to purchase motor sensory tools to enhance the Babygarten programming. Director Dawson then asked for questions regarding his written report. Discussion was held on the declining numbers for walk-in traffic and programming. President Gagnon inquired on the time line and availability of circulation statistics from the new system. Chris Hamburg will be going to a Waukesha library to learn how they write reports from the Sirsi/Dynix program soon, and reports from previous months will be generated as soon as accurate data is available.

8. Communications - Director Dawson reviewed the following communications:

- A. Thank you letter from the Cope family
- B. HTR Press Release – DeSwarte Estate
- C. Lakeshore Chronicle Article
- D. Letters from NGL Insurance Group regarding annuities from the DeSwarte Estate
- E. Thank you letter from the Library Board to the Friends for a recent \$2,000.00 pledge

9. City Council Representative Report: None.

10. School District Representative Report: None.

11. County Council Representative Report: Rick Henrickson reported the budget process is moving forward.

12. Unfinished Business:

A. Unicorn Update – Adult Services Coordinator, Chris Hamburg reported the patron view of Unicorn has changed over to iBistro. Director Dawson commended Hamburg on her work. Dawson said he will ask Manitowoc Calumet Library System to hire a programmer to relieve Hamburg in this capacity, as her normal job duties are not being attended to.

B. Circulation Policy – Loan Periods - President Gagnon clarified Title 3, Chapter 2 of the Library Circulation Policy is to be added to procedure and not part of the policy.

C. Director’s 6 Month Evaluation – Mr. Gagnon noted that a closed session will be posted for the October 2007 Trustee meeting in order to review Director Dawson’s performance. The criteria used will be the job description, evaluation form, 6 month plan, & the staff input. Dawson offered Hamburg to collect staff input.

13. New Business: None.

14. Trustee Education: Hamburg guided the board through the Chilton Manuals, Price It, Legal Forms & Testing and Education sections of the new database subscriptions on the library website and fielded questions of use statistics and costs of the databases. Statistics would be provided by the vendor.

Moved by Rick Henrickson and seconded by Sheridan O’Rourke to adjourn. Meeting adjourned 7:54 p.m.

Respectfully Submitted,

Elaine Olszewski-Steckler
Recording Secretary