

**LESTER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 8, 2009, 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: Patrick Gagnon, Collette Tegen, Joyce Beth, Brenda Krause, Rick Henrickson, Teri Wagner, Kirsten Miller. Excused: Robert Fay & Jay Orvis. Absent: Sharon Stone. Also Present: Library Director Jeff Dawson, Children’s Services Coordinator Terry Ehle, Adult Services Coordinator Chris Hamburg and Mr. Dennis Rocheleau.

Public Comment – Mr. Dennis Rocheleau addressed the board with concerns over the level of noise, as it pertains to cell phone conversations and various non-study related activities (of other patrons) taking place in the library. Mr. Rocheleau’s concern is for patrons who come to the library with the expectation that they will be in a quiet study atmosphere. Mr. Rocheleau pointed to Library Policy Title 1, Chapter 9 – Code of Conduct - and asked the board to consider his experience while reviewing the policy. Mr. Rocheleau further offered a donation to the library with the stipulation that cell phone use be banned inside the library. The board did not respond to his offer. Mr. Rocheleau excused himself at 7:20 PM.

Approval of Minutes – Motion to approve minutes of August 11, 2009 made by Joyce Beth, second made by Kirsten Miller. Voice vote carried unanimously.

Trustee Education – Summer Reading Program 2009 Wrap-up - Children’s Services Coordinator Terry Ehle provided the board with a copy of the 2009 Summer Reading Program demographic statistics and discussed the same. Ms. Ehle indicated a desire to see a higher number of high school patrons participating, and will be working on methods of attracting this group to library programming. Joyce Beth & Brenda Krause both agreed the high school aged student is tough to reach, and commended her for the participation she did have within this age group. Chris Hamburg gave a detailed report of the statistics for the Adult Summer Reading Program. Ms. Hamburg was pleased with the results of her program.

Expenditures & Financial Reports – Motion to accept and file the July 2009 financial reports – Detail Ledger, Trial Balances, Budget, Edward Jones & Tower Square Securities/Benefits Inc. made by Rick Henrickson, second by Brenda Krause. Voice vote carried unanimously.

Committee Reports – None.

Board Member Comment – Brenda Krause stated Mr. Rocheleau had a valid view point which should be considered.

Director’s Report – Mr. Dawson provided his written report in the monthly packet. Manitowoc Public Library requires all patrons to pay fines in full at the time of renewal, effective September 1, 2009. Lester Public Library will implement the same procedure as of Jan. 1, 2010. Ms. Krause requested some publicity be done on this issue to inform patrons in advance. Director Dawson announced he has been named Temporary Acting Director of Manitowoc Calumet Library System and requested further discussion in closed session due to

personnel matters. Director Dawson was again pleased to announce that circulation statistics are up 13% for the month of August over August of 2008. The year-to-date circulation statistics are up 9% as compared to year to date 2008. The door counter was broken again, requiring the walk-in statistics to be estimated for 3 days in the month of August. Jeff explained the Story Circle adult program to the board and requested they talk this program up to generate more attendance.

Reminders:

- Library Open House – September 26th 10:00 AM to 2:00 PM.
- Wisconsin Library Association's Annual Conference Oct 21-23 – Trustees interested in attending please get back to Jeff to arrange registration. Please respond on or before Oct. 1st. Registration, meals and travel will be reimbursed.

City Council Report – None.

School District Report – Ms. Kirsten Miller announced that the Bargaining Unit for the School District reached a one year agreement to avoid any teacher lay-offs.

County Representative Report – Nothing to report.

New Business –

- A) Policy Review. Title 1, Chapter 9 – Code of Conduct. The board reviewed and discussed several revisions to policy for Mr. Dawson to apply and submit for a potential action item at the October meeting.
- B) Roof Repairs. Mr. Dawson reported 5 Requests for Quotes were made by Ron Kedrowski. 3 vendors responded, and 2 submitted quotes of the following: Twin Rivers Improvements - \$3,750. 15 year material warrantee, 5 year labor warrantee. Great Lakes Roofing - \$7,576. 15 year material warrantee, 15 year labor warrantee. Director Dawson recommended hiring Great Lakes Roofing. Moved by Rick Henrickson to accept Great Lakes Roofing Quote to seal/repair the roof based on the warrantee and quote of \$7,576, to be funded through 282 Gift monies. The motion was seconded by Brenda Krause. Voice vote carried unanimously.
- C) HVAC Repairs – A compressor needs replacement that is not covered under contract, due to human error on our part. Motion by Rick Henrickson directing Mr. Dawson to investigate the costs of replacing the entire HVAC system and/or contractor and report back in spring, second by Kirsten Miller. Voice vote carried unanimously.
- D) Staff Party – Moved by Brenda Krause to allocate \$100.00 of gift funds toward holiday treats for staff in the month of December, second by Henrickson. Voice vote carried unanimously. Mr. Dawson thanked the board on behalf of the staff.
- E) Self-check, DVD Dispensers – Mr. Dawson provided approximate costs of each and discussion followed. The board requested a presentation of the technologies at a future meeting as part of Trustee Education.

President Gagnon opened the floor for a motion to move into closed session as provided 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. President Gagnon stated the purpose for this Closed Session is the consideration of Director Dawson's assignment as Temporary Acting Director for the Manitowoc Calumet Library System with the intent to reconvene for adjournment purposes only. Moved by Teri Wagner to enter into closed session, seconded by Rick Henrickson. Roll Call Vote: C Tegen – yes, R Henrickson – yes, P Gagnon – yes, B Krause – yes, J Beth – yes, K Miller – yes, T Wagner – yes. The meeting moved into closed session at 8:50 PM.

Motion by Rick Henrickson to reconvene in open session at 8:57, second Teri Wagner- Voice vote carried.

Motion by Rick Henrickson to adjourn, second Kirsten Miller - Voice vote carried. Meeting adjourned at 8:57 PM



Elaine Steckler
Recording Secretary