

LE PHILLIPS MEMORIAL PUBLIC LIBRARY  
Minutes of Meeting

A meeting of the Board of Trustees of the LE Phillips Memorial Public Library was held on Thursday, January 19, 2006, at 7:30 am in the Board Room of the Library. The following members were present: Dickey, Fraser, Jurmain, Radtke, Schneider, Stacy, von Haden, and Wisner.

**MINUTES OF PREVIOUS MEETING**

On a motion made by Jean Radtke and seconded by Bob Fraser, the Board approved the minutes of their December 22 meeting.

**REPORT AND RECOMMENDATIONS REGARDING A CAPITAL CAMPAIGN**

Boris Frank presented his report and recommendations regarding a possible capital campaign for the library. Kathie Schneider made a motion, seconded by Don Wisner, to move forward with employing phase 2 of the Boris Frank contract. The motion was approved on a unanimous vote. Don Wisner made a motion to schedule a special meeting of the Board to which the Library Director would bring a review of the project design, an estimate for the cost of adding a fireplace, and a statement draft of the Board's desire to investigate self-check out and improved parking. The motion was seconded by Mary Jurmain and passed unanimously.

**TRANSFER OF FUNDS TO THE CAPITAL IMPROVEMENT PROGRAM**

Bob Fraser made a motion to transfer \$268,700 from the Operating Budget to the Capital Improvement Program. The motion was seconded by Bob von Haden and passed unanimously.

**TRANSFER OF \$5,000 APPROPRIATION BETWEEN OPERATING BUDGET ACCOUNTS**

On a motion made by Don Wisner and seconded by Bob von Haden, the Board unanimously approved the appropriation transfer of \$5,000 from Adult Books to Non-print Materials for the purchase of Young Adult software and children's videos and DVDs.

**POLICY ON CIRCULATION OF MATERIALS**

Bob Fraser made a motion, seconded by Don Wisner, to approve amending the Policy on Circulation of Materials to increase from 2 to 4 the number of children's DVDs that can be checked out, and to make several technical updates to the policy. The motion passed unanimously.

**COMMITTEE REPORTS-EVALUATION COMMITTEE**

Don Wisner reported the Evaluation Committee had met and evaluated the Library Director's work performance. The Committee recommended investigating other methodology for future evaluations, and also recommended the Director's job description be continually updated. The Board asked that the subject of merging the Interview and

Evaluation Committees into a Personnel Committee be added to the next regular meeting agenda.

Mary Jurmain made a motion to convene in closed session to consider the work of the Library Director, which for competitive or bargaining reasons, is permitted to be discussed in closed session in accordance with Sections 19.85 1(c) and 1(e) of the Wisconsin Statutes. The motion was seconded by Jean Radtke and passed unanimously.

#### MOTION TO RECONVENE IN OPEN SESSION

On a motion made and seconded, the Board unanimously voted to reconvene in open session.

There was consensus to hold special Board meetings on January 26 at 7:30 am to review the renovation plans, and February 7 at 7:30 am to discuss a capital campaign with Consultant Boris Frank.

#### REPORT OF THE FRIENDS OF THE LIBRARY

Kathie Schneider reported the Friends are holding a booksale in February.

At Bob Fraser's request, there was Board consensus to add a report from the IFLS representative to the Board's monthly agenda.

#### REPORT OF THE PRESIDENT OF THE LIBRARY BOARD

Michael Stacy's report was pre-circulated.

#### REPORT OF THE LIBRARY DIRECTOR

Mark Morse distributed a report on the status of self checkout.

#### BILLS & CLAIMS

On a motion made by Bob Fraser and seconded by Bob von Haden, the Board unanimously approved the Bills & Claims for December 9, 2005 – January 6, 2006, as well as the custodial and payroll claims for January.

#### REVIEW OF MONTHLY STATISTICS

Mary Jurmain pointed out that the requirements for serving as a resource library necessitates a full-time, permanent, MLS Reference Librarian on staff.

#### FORMAT OF HANDOUTS AND INFORMATION

There was consensus to table this item until the regular February Board meeting.

#### REVIEW OF 2004 WISCONSIN LIBRARY SERVICE RECORD

There was consensus to table this item until the regular February Board meeting.

#### SCHEDULE OF STAFF REPORTS TO THE LIBRARY BOARD

Kathie Schneider made a motion to ask that the staff reports be submitted in advance, as part of the Board packet. A presentation will then be scheduled at the Board meeting for

15 minutes, leaving another 15 minutes for questions and answers. The motion was seconded by Mary Jurmain and passed unanimously.

#### ADJOURNMENT

Bob Fraser made a motion, seconded by Kathie Schneider, to adjourn the meeting. The vote in favor of the motion was unanimous.

Julie A. Gast  
Business Manager