

# 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, August 19, 2004, at 7:30 am in the Board Room of the Library. The following members were present: Fraser, Olson, Radtke, Schilling, Schneider, Von Haden, and Wisner.

### **MINUTES OF PREVIOUS MEETING**

On a motion made by Bob Fraser, and seconded by Bob Von Haden, the Board unanimously approved the minutes of their July 2004 meeting.

#### **COMMITTEE REPORTS**

Kathryn Schneider reported the Friends of the Library were pleased provide the library with an architect for space planning.

President Sylvia Schilling asked trustees to contact her directly if they have any problem with their committee assignments.

Mark reminded the Trustees that public notice is required for committee meetings; staff should be called for assistance with this.

#### **REPORT OF THE LIBRARY DIRECTOR**

Mark Morse distributed a draft of a new MORE participation agreement. This item will be on the Library Board's September 16 meeting agenda. The MORE Director's Council is scheduled to take final action on the revised agreement on September 24.

Statistics from the Home Delivery program were reviewed. There was consensus to send participants an outline of the program service, as well as rules and regulations.

#### **FINANCIAL REPORT**

The Board reviewed the July 2004 Financial Report and 2003 audit.

#### **ACTION ON BILLS & CLAIMS**

On a motion made by Don Wisner and seconded by Bob Fraser, the Board unanimously approved the Bills & Claims for July 9-August 6, 2004, as well as the custodial Bills & Claims for July.

#### **STATISTICAL REPORT**

The Board reviewed the July Statistical Report. Gus Falkenberg will provide a report regarding use trends by Home Delivery participants.

#### **E-MAIL AS PUBLIC RECORDS AND THE PROVISIONS OF THE OPEN MEETINGS LAW**

City Attorney Steve Nick facilitated a discussion on the use of email among Trustees, and how it relates to public recording keeping and the open meetings law.

#### PROCESS FOR DEVELOPING AN OVERALL LIBRARY SPACE PLAN

There was consensus to approve the process for developing a library space plan. The Board added that the original citizen input group should be personally invited to attend the presentation meeting. A letter will also be sent to each endowment fund donor announcing the meeting, and other interested people. Sue Olson asked that parking and/or drive-up options be included in the architect's review.

#### AGENDA ITEMS OUT OF ORDER

There was consensus to consider agenda items 11a and 11b next, out of agenda order.

#### COMMENDATIONS FOR EMILY MOORE AND CHERYL CUTSFORTH

Kathryn Schneider made a motion to approve the commendation for the service of Emily Moore to the Library Board. The motion was seconded by Bob Fraser and passed unanimously. On a motion made by Kathryn Schneider and seconded by Bob Fraser, the Board unanimously approved the commendation for Cheryl Cutsforth's service to the Library Board. Trustees commented on the extraordinary efforts of these two past members.

#### STATE OF WISCONSIN AND CITY OF EAU CLAIRE SPENDING AND TAX PLANNING ESTIMATES

The Board reviewed a recent report from the Wisconsin Taxpayer Alliance and a report from the Eau Claire City Manager and Finance Director.

#### ADJOURNMENT

On a motion made by Don Wisner and seconded by Susan Savolainen, the Board unanimously approved adjournment of their meeting.

Julie A. Gast

Business Manager