

L.E. 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 17, 2006, at 7:00 am in the Board Room of the Library. The following members were present: Dickey, Fraser, Olson, Radtke, Schneider, Stacy, and Stelter.

MINUTES OF PREVIOUS MEETING

On a motion made by Sue Olson and seconded by Mike Stacy, the Board unanimously approved the minutes of their July 20, 2006 meeting.

UPDATE ON THE LIBRARY DIRECTOR RECRUITMENT PROCESS AND THE INTERVIEW PROCESS

Dale Peters, City Human Resources Director, presented the timeline and process.

- Review Committee of Mary Jurmain, Kathie Schneider, and Linda Stelter have met with Dale Peters to discuss and plan the Interview Process.
- By August 25, each Board member will e-mail to Kathie Schneider your top 3 traits that you want for Library Director.
- Full board will review the top 8-15 applicants on September 11, 2006.
- Review final interview process with the Board on September 21, 2006.
- September 28 and 29, each candidate will have:
  - 3 interviews: Library Board, Peer Group, Staff Group
  - Assessment
  - Public Speaking
  - Tours of Library and City/Community

Kathie Schneider asked for a motion to approve the process as described and send the top 3 traits. Jean Radtke moved, seconded by Barb Dickey, the Board unanimously approved.

READING OF COMMUNICATIONS

John Stoneberg presented letters from:

- Department of Revenue regarding the funding for public library services in the tax levy.
- Town of Union Board regarding the county contract for library service.

COMMITTEE REPORTS

Capital Fund Raising Committee: Sue Olson directed trustees to the committee report which was in the packet. The Capital Campaign is now ready to accept pledges from library board members and hopes to receive them by September 1, 2006. Pledge cards should be given to Julie Gast. Volunteer training time on August 30: 7:30, 9:00, 10:30,

12:00, 1:30, 5:00, 7:00. Retirement Reception: Barb Dickey shared plans for Mark's retirement reception on August 30. Other Committee Reports: None.

#### REPORT OF THE FRIENDS OF THE OF THE LIBRARY

Kathie Schneider reported that the Friends have pledged a \$50,000 Capital Campaign contribution. \$25,000 will be given within 6 months and the rest (\$25,000) 18 months thereafter. \$2,700 was approved for the reception for Mark Morse.

#### REPORT OF THE REPRESENTATIVE TO THE IFLS BOARD

Bob Fraser reported that the Indianhead Federated Library System Board is in the process of searching for a new Director. The IFLS Bylaws were approved by the Board at their last meeting.

#### REPORT OF THE INTERIM LIBRARY DIRECTOR

This report was in the packet and included:

- 2007 Eau Claire City Council Budget work sessions.
- Revised Library Board By-Laws.
- DOPA – Deleting Online Predators Act
- Robert's Rules of Order
- Stakeholder's Gala Background
- GroupWise E-mail Retention Update

#### STAFF INPUT

This presentation was deferred: Presentation by Youth Services Manager Shelly Collins-Fuerbringer about her experiences at the Public Library Association Conference in Boston and about Youth Services.

#### REVIEW OF FINANCIAL REPORT

The Board reviewed the July Financial Report.

#### ACTION ON BILLS & CLAIMS

On a motion made by Bob Fraser and seconded by Jean Radtke, the Board unanimously approved the Bills & Claims Listing for July 13, 2006 to August 3, 2006, as well as the custodial and payroll listing for July.

#### REVIEW OF MONTHLY STATISTICS

The Board reviewed the July Statistical Report.

CONSIDERATION OF FORMALLY GRANTING THE CAPITAL CAMPAIGN COMMITTEE CERTAIN DECISION-MAKING AUTHORITY AS OUTLINED ON P. 45 OF THE PACKET

On a motion made by Barb Dickey and seconded by Sue Olson, the Board approved the right for the Capital Campaign Committee to move on items such as:

- Wording, style and format of campaign materials.
- Who to approach to volunteer
- Who to approach to donate
- How funds will be handled
- Time and place for orientation sessions

**CONSIDERATION OF APPROVING A CONTRACT WITH THE EAU CLAIRE COMMUNITY FOUNDATION ON P. 46 OF THE PACKET**

On a motion made by Sue Olson and seconded by Barb Dickey, and unanimously approved by the Board, the Board grants the director permission to sign the contract as noted on p. 47-49.

**CONSIDERATION OF APPROVING ANY CHANGES IN THE ANNUAL STAKEHOLDERS' EVENT FOR 2006**

The Board suggests that Capital Campaign Contributors be added to the list of invitees and that speeches note vital contributions of the Friends and recognize Distinguished Service Award Winner: Cleo Powers.

**CONSIDERATION OF A RESOLUTION IN HONOR OF MARK MORSE FOR HIS SERVICE TO THE LIBRARY AND THE EAU CLAIRE COMMUNITY**

On a motion made by Jean Radtke and seconded by Bob Fraser, the Board approved the resolution.

**DIRECTIVES**

The Board directed John Stoneberg, Acting Director, to defer staff presentations at Board meetings until November.

**ADJOURNMENT**

Barb Dickey made a motion to adjourn the meeting. This was seconded by Jean Radtke and passed unanimously.

Respectfully submitted:

Linda L. Stelter  
Secretary