

Belleville Library Board Meeting

August 17, 2011

Call to Order: The meeting was called to order at 6:09 pm.

Present: Linda Schmitt, Denise Mussehl, Barbara Belle, Jean Christensen, Bonnie Wilcox

Absent: Mary Gehin

Visitors Who Would Like to Speak Now:

Visitors Who Would Like to Speak on an Agenda Item:

Reading of Minutes from Last Meeting/Secretary's Report: The minutes from the July 2011 meeting were reviewed. Clarifications to the Holiday Hours were provided by Bonnie and Jean; staff will receive floating holiday time for December 23 and December 30, 2011 and the floating holiday time must be used by the end of this fiscal year (December 31, 2011). Linda made a motion to accept the minutes with revisions; the motion was passed.

Treasurer's Report:

a. Payment of Bills

The July 2011 Budget Comparison and Payment of Bills documents (7/28-8/15/11) were reviewed. Linda asked about the expenditure amount listed in the Green County Misc. fund; Jean will check on it and report back at the September meeting. Bonnie made a motion to accept the Treasurer's Report; the motion was carried.

OLD BUSINESS

A. Building

- Jean reported that the cost to repair the elevator may run upward of \$16,000. The options for paying for the repair were discussed and will be revisited at the September 2011 meeting.
- The amount of the grant the Village has secured to refurbish the Library restrooms and install a handicap-accessible entry door is unknown. Linda asked Jean to obtain further information regarding the grant before any decisions are made regarding Library renovations.
- Jean would like to install three smaller ceiling fans on the main level and move one of the larger ceiling fans to the basement. She also asked about replacing the exterior light with two lights on the front-most exterior. Bonnie commented that such a change would require approval from the Village.

B. Koha Update

Jean reported that a recent KOHA upgrade caused problems for the library staff.

C. Community Foundation Memorandum of Understanding

NEW BUSINESS

A. 2012 Budget

Jean reported that the Green County grant money for 2012 may be approximately \$10,000 less than the current year.

REPORTS

A. Village Representative: Bonnie reported that Village Board members toured the Clinic building for its possible use as a Library. She does not know which walls are weight-bearing or how many walls could be removed, but has requested a copy of the blueprints. She will keep the Library Board apprised of any news regarding future plans of the Clinic.

B. Director:

1. Jean reported on the Green County Reads program that will begin next year.
2. The databases Mango (foreign language) and Morningstar (financial information) will be available to patrons starting September 1. Linda commented that these were great additions to the current available databases.
3. Jean reported that Bronna participated in an information session for Tutor.com, which Green County Libraries are making available to Green County patrons. Jean is checking on how to make a service like this available to all patrons. Barb asked if Bronna could provide Board members with details regarding the service.
4. Requests for scanning services have increased; Jean has purchased a scanner for staff use and one for patron use.
5. Information regarding how to obtain a library card will be a part of new radio ads.
6. A local group of painters will be hired to paint the basement area.
7. Jean would like to re-install the windows in her office and install a sliding door so as to retain some privacy.
8. A detailed account of the Summer Reading Program was provided by Bronna. The traditional program and the new teen and adult reading programs were huge successes. Both Bronna and Michele are commended for their hard work.
9. Jean reported that circulation rates in Belleville remain up.

Linda made a motion to adjourn to closed session per Wisconsin Statue 1895(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governing board has jurisdiction or exercises responsibility. The motion was carried and the Board adjourned to closed session.

Linda made a motion to reconvene to open session for possible action on items discussed in closed session; the motion was carried and the Board reconvened to open session.

Adjournment:

Bonnie made motion to adjourn; Barb seconded the motion. The motion was carried and the meeting was adjourned at 7:32 pm.

Friday, Dec. 23, 2011	Saturday, Dec. 24, 2011	Sunday, Dec. 25, 2011	Monday, Dec. 26, 2011
Library Open <i>Staff receive floating holiday time</i>	Library Closed	Library Closed	Library Closed <i>Paid holiday</i>
Friday, Dec. 30, 2011	Saturday, Dec. 31, 2011	Sunday, Jan. 1, 2012	Monday, Jan. 2, 2012
Library Open <i>Staff receive floating holiday time</i>	Library Closed	Library Closed	Library Closed <i>Paid holiday</i>

Per Village policy, staff will receive floating holiday time (that must be used before December 31, 2011) for Friday, December 23 and Friday, December 30. The Library will remain open on both of these days. In lieu of receiving a floating holiday for Christmas and New Year's Day, staff will receive holiday pay for Monday, December 26 and Monday, January 2, during which the Library will be closed.

Staff can request to take vacation (or floating holiday time) for Friday, December 23 and Friday, December 30 with the understanding that the Library will be staffed on those days. Board members suggest allowing two staff members to take off each of the Fridays if requested.