

# Belleville Library Board Meeting

April 17, 2013

**Call to Order:** The meeting was called to order at 6:02 pm.

**Present:** Mary Gehin, Denise Mussehl, Heidi Clark, Bronna Lehmann, Bonnie Wilcox, Linda Schmitt

**Absent:**

**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 March 20 and March 25, 2013 meetings were reviewed. Linda made a motion to accept the minutes; Mary seconded the motion and the motion was carried.

**Treasurer's Report:**

**a. Payment of Bills**

Members reviewed the Budget Comparison Report and bills paid January through April 17, 2013.

Denise made a motion to accept the Treasurer's report; Heidi seconded the motion and the motion was carried. Linda made a motion to pay the bills; Bonnie seconded the motion and the motion was carried.

## **OLD BUSINESS**

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**A. Building**

The exterior windows have been repaired. The elevator test has been scheduled.

**B. Beyond the Page**

Bronna submitted a letter of intent for \$400 for a haunted historical site program in October; she will finalize the program prior to the May 15 grant proposal deadline.

The Chamber of Commerce has pledged \$900 for the Music in the Park Program with the stipulations that the concerts be held on weekday evenings.

Bronna are hoping to meet with Rick Francois and Bob Sorge at MCF to discuss donations.

Bronna and Deb will attend a Trivia planning meeting on May 13.

## **NEW BUSINESS**

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**A. Election of Library Board Officers**

**B. Staffing Needs**

**C. Job Descriptions for Youth Services, Library Aide, and Page**

Bronna rewrote the job descriptions for Library Aide, Youth Services Coordinator and Page. The Page job description will be posted in the local newspaper and at the High School. The newly hired pages will train with the current pages prior to the end of June. Bonnie made a motion to accept the job descriptions for Library Aide, Youth Services Coordinator and Page; Mary seconded the motion and the motion was carried.

## **REPORTS**

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**A. Village Representative:**

Bonnie reported that the Village Board discussed moving the Library to Green County.

**B. Director:**

1. Bronna presented her current priorities (staff, material ordering, planning for Summer Reading, Beyond the Page grant submittal).
2. Bronna asked about the timing of performance evaluations and whether they could be done after the Summer Reading Program. Bonnie stated that Bronna could choose a date, such as October 31.
3. Magazine renewals will be submitted.
4. Weeding for the May 3 Book Sale has been a big priority for staff.

5. Bronna would like to close the Library until 1:00 on May 23 so staff can listen to and discuss the “Safely Manage Disruptive Patrons” webinar.
6. All Green County libraries will be receiving \$500 to purchase software.
7. The Green County Reads in September will be Civil War themed.
8. The Belleville Public Library will receive a \$415 Net Lender payment from SCLS.
9. Bronna will attend three New Director orientation meetings.
10. Bronna met with Christine Belle to discuss the current status of the Friends of the Library group. She will put up a sign asking interested patrons to sign-up. We will schedule a meeting in the fall.
11. Sheree will demonstrate Kindles to the Senior Center Low Vision group on April 25.
12. Food for Fines collection is going on for the Belleville Food Pantry.
13. Critterman was signed as the Lake Fest performer provided by the Library.
14. Adult programming: Investment class on April 25 with Christine Lade of Edward Jones. Bronna is investigating other options for fall adult programming.
15. Michelle has started working on the Summer Reading Program. Sheree will work with Jean Kringle to design a poster for the Adult Summer Reading Program.
16. Bronna reported that the letter she signed accepting the position was modified to say that she has until 2014 to complete her Grade II certification. Mary made a motion to accept the modification; Bonnie seconded the motion and the motion was carried.

Mary made a motion to adjourn to closed session per Wisconsin Statute 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governing board has jurisdiction or responsibility; Linda seconded and the Board adjourned to closed session at 7:15 pm.

Mary made a motion to reconvene to open session; Linda seconded the motion and the Board adjourned to open session at 7:57 pm.

Mary made a motion to accept wage increases and promotion; Bonnie seconded and the motion was carried.

**Adjournment:**

Mary made a motion to adjourn; Denise seconded the motion. The motion was carried and the meeting was adjourned at 8:00 pm.