

Belleville Library Board Meeting

October 17, 2012

Call to Order: The meeting was called to order at 6:01 pm.

Present: Denise Mussehl, Heidi Clark, Jean Christensen, Linda Schmitt, Bonnie Wilcox, Mary Gehin

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 September 2012 meeting were reviewed; Linda made a motion to accept the minutes with corrections; Bonnie seconded the motion and the motion was carried.

Treasurer's Report:

a. Payment of Bills

Members reviewed the Balance Sheet Detail Report and bills paid Sept 6 – Oct 16, 2012. Jean will check on the Green County revenue/expense discrepancy.

b. 2013 Budget

OLD BUSINESS

A. Building

Jean received a quote for carpet cleaning from Quality Floor Care, which was approximately \$1300. Jean discussed the option of rotating cleaning (upstairs/downstairs every six months), with additional cleaning of stairwell and tile in lobby and restrooms. The quoted prices for a rotating cleaning schedule was \$688 twice a year for upstairs; \$688 once a year for downstairs.

Staff created a wish-list of areas they would like cleaned. Bids were sent out to three services for cleaning.

NEW BUSINESS

A. Review of reformatted Library Policy Manual

B. Overview of 2013 Village Personnel Manual

REPORTS

A. Village Representative:

1. Bonnie reported that the Budget is under review and a half percentage pay raise for Village employees was included.

B. Director:

1. The Beyond the Page Trivia night contest will be held on October 20 at numerous venues around Dane County; Belleville will have three teams participating at Hack's Sports Page in Oregon.
2. Jean reported that the governance restructure for SCLS clusters (final recommendation) will be by county (Dane county would be one cluster, Green another, etc.)
3. In November the staff and patron PC's will be networked. The Library is currently using operating system Windows XP, but will upgrade to Windows 7. SCLS will no longer support computers over five years old. The Library currently owns six computers 3 years or older. Jean would like to replace three this fall and three in 2013. Staff computers would be replaced first, then patron computers. By early 2013 all staff computers and likely all patron computers on will operate on Windows 7.
4. Library holiday hours were discussed. Staff would like to work 8 am – noon on December 24 and 31. The Library will be open a regular day on the Friday after Thanksgiving.
5. The Village would like to revised the timesheets; Jean will get a template from Donna. Jean will sign the staff timesheets and Heidi will sign Jean's.
6. Bronna will be at the Parent-Teacher Conference to talk about Tutor.com (database available at the Library).

Adjournment:

Linda made motion to adjourn; Denise seconded the motion. The motion was carried and the meeting was adjourned at 7:30 pm.