

January Schreiner Memorial Library

Minutes from January 11, 2017

I. **Call to Order:** Meeting called to order at 5:00 p.m.

Members present Jennifer Bernetzke, Daniel Glass, Josh McLimans, Laurie Walker, Micki Uppena, Cindy Busch. Missing Millie Uppena. Barb Tucker arrived at 5:11.

II. **Approve Secretary's Report:** Motion made by Cindy Busch and seconded by McLimans to approve November meeting minutes.

Motion carried.

III. **Treasurer's Report:** The monthly list of bills from November and December was presented.

Motion to approve bills was made by Micki Uppena and seconded by Busch.

Motion carried.

V. **Library Director's Report:**

- Circulation and Visitor counts were down a little from previous months, but it is not a concern when comparing to last year's numbers.
- Annual circulation and visitor count was up 15.6% this year. This includes Potosi. This is our best year. 59% increase in visitors.
- Next month the annual report will be complete.
- The community rooms were used over 500 times in 2016.
- Over 30 genealogy reference questions were researched and answered successfully.
- The coffee bar balance has a surplus of \$227 after expenses. No changes will be made in how money is collected.
- There are 57 children enrolled in the 1000 Books Before Kindergarten program. Five children have completed the program and have received their backpacks.
- SWLS tech committee and best practices meetings will be meeting in the Lancaster library because Director Bernetzke is on the committees. This saves on travel costs.
- Staff meetings are resuming this month.
- Lego club has started.
- Snap Circuits programming will take place on Tuesdays and Thursdays.
- The security camera will be installed Monday for the DVD area.
- Potosi Middle School students will be here next Friday to work on research for National History Day.
- Three nights of study hours for high school students are being sponsored by Walkers Clothing and Shoes and Happy Joes. This sponsorship includes staffing, popcorn, soda, and pizza.
- \$720 was made today at the monthly soup luncheon.
- There will be an agate presentation in February.
- There is a possibility that weekend crafting classes will be offered in the library.
- A UW Extension class is held in the community rooms on Monday nights. The Farm Business Class meets once a month.

- The book sale in Potosi made approximately \$400 for their anniversary celebration.
- The square card reader has collected over \$700 in fees.
- Our library has received a number of grants and awards this year.
 - Chamber of Commerce Nonprofit of the Year
 - Read to Lead state grant for children's literacy
 - LSTA Mini Grant for 1000 Books before Kindergarten
 - LSTA Grants in conjunction with SWLS for Makerspace equipment and digital resources
 - Lancaster Lions Club Large Print Materials Grant
 - Lancaster Community Fund grants for STEM Centers and Community Room Equipment
 - Badgerlink Library of the Month recognition in February
 - 2016 Wisconsin Library Association Library of the Year

Motion by to approve the fine fund expenditures was made by Busch and seconded by McLimans. Motion carried.

V. Communications:

Thank you note from Mary Wegmann for the use of the community room for the Bennett Family Christmas.

VI. Unfinished Business:

A. Director Berntezke appealed the budget at the finance committee. They have approved budgeting for \$240,000 this year. We are using \$37,800 from reserve fund this year

B. We need to hire someone for Youth Services Staff. This position will be posted for 24 hours a week for a staff member for a much needed Youth Services position.

C. A discussion was had about moving the budgeting for the library for the following year to the summer instead of the fall to present to the city.

D. A motion to approve the amended and finalized 2017 budget was made by Glass and seconded by Busch. The motion was approved.

E. Judy Schaefer has taken Susan's place and is working with Susan this month in Potosi. She started her training in Lancaster in December. She has been on the Friends Group in Potosi since the library opened.

F. An Open House will be held in Potosi on February 7th from 3:00 p.m. - 8:00 p.m. A retirement recognition will be held for Susan.

VII. New Business

New Job Description:

A. Proposed job description for Youth Services Librarian was attached to the agenda.

Library Assistant II- Youth Services

Goals: Revamp Summer Library Program, Engage upper elementary and middle school students, take over collection development for Children's Collection, coordinate children's programming for a variety of age groups and be available for consistent after school programs 24 hours a week \$16.50 an hour Included in retirement system
Start immediately.

A motion was made by Uppena and seconded by Tucker to approve the new job description. Motion carried.

B. Most libraries have staff inservice days. Director Berntezke proposed to close the library for two days for 2017 for staff training and initiatives.

Use to offer big training or work on big projects. Library would be closed.

Proposal of 2 inservice dates for 2017.

The first one would be completed on March 3rd to work on the picture book reorganization project.

Motion to approve March 3rd inservice day was made by Micki Uppena and seconded by McLimans. Motion carried.

C. We discussed the need to look for 2017 board replacements to recommend to the Mayor. Bark Tucker and Laurie Walker have both put in their nine year limit. The June meeting will be their last meeting.

VIII. Trustee comments:

- Will Uppena had inquired about the possibility of Nerf program in the library. Director Berntezke is willing to plan it with high school student help.
- Kathy Nelson donated a coffee pot.

Motion to adjourn the meeting was made by McLimans and seconded by Uppena.

The meeting was adjourned at 5:43 p.m.

February Schreiner Memorial Library Minutes from February 8, 2017

- I. **Call to Order:** The meeting was called to order at 5:01 p.m.
Members present were Jennifer Bernetzke, Daniel Glass, Josh McLimans, Laurie Walker, Micki Uppena, Cindy Busch, and Millie Uppena. Missing was Barb Tucker.
- II. **Approve Secretary's Report:** Minutes of the January meeting were reviewed. A motion to approve the meetings was made by Cindy Busch and seconded by Daniel Glass.
Motion carried.
- III. **Treasurer's Report:** The treasurer's report was reviewed. A motion to approve the bills was made by Millie Uppena and seconded by Josh McLimans. Motion carried.

V. Library Director's Report:

- The security cameras have helped. There haven't been any thefts of DVDs since installation.
- Lynn Crooks has received a scholarship to attend the Community Leadership Alliance.
- Approximately 100 people attended the Potosi 10 year anniversary in Potosi.
- The annual report is finished.
- Midwest Builders has a timeline to come and fix items that need attention. At this time they have not come back.
- Library Legislative Day is Feb. 23rd. Three staff members will be going.
- Jen and Kristin will be covering Toddler Tales.

A motion to approve the fine fund was made by McLimans and seconded by Glass.

V. Communications:

- The ladies of the library were featured in the annual Grant County Herald Independent She Section.
- Ann Dolan was featured in the Telegraph Herald because of the ways she gives back to our community as a volunteer.

VI. Unfinished Business:

- Mayor Varnum will be appointing the new library board members in April. They will start their terms in July. All city committees will have the same start date.
- We can gather some names and make a recommendation to the mayor.
- Jen will reach out to the Leo Club or NHS to see if they are interested in helping organize a Nerf Wars fundraiser. We would need to find a donor for goggles.

A motion to approve a non-library fundraiser was made by Millie Uppena and seconded by Micki Uppena.

VII. New Business

- The yearly report as required by the DPI has been finished.
- Some points of interest include:
 - 41,237 books in our collection
 - Total number of circulations was 95,525. This is a 15% increase from last year.
 - We borrow more items than we loan.
 - 3,816 registered library users
 - 351 programs were offered

A motion to approve the annual report was made by Cindy Busch and seconded by Micki Uppena. Motion carried.

Trustee comments:

Today's soup luncheon brought in around \$750. The donor wall is being constructed. We looked at some samples.

A motion to adjourn the meeting was made by Daniel Glass and seconded by Josh McLimans. The meeting was adjourned at 6:08 p.m.

March
Schreiner Memorial Library Board
Minutes from March 8, 2017

I. **Call to Order:** Meeting called to order at 4:59 p.m.

Members present Jennifer Bernetzke, Daniel Glass, Josh McLimans, Laurie Walker, Micki Uppena, Cindy Busch, Kristin Holman-Steffeland, and Millie Uppena. Missing Barb Tucker.

II. **Approve Secretary's Report:** Minutes of the February meeting. Motion made by Daniel Glass and seconded by Josh McLimans

Motion carried.

III. **Treasurer's Report:** Motion to approve bills by Micki Uppena. Seconded by Millie Uppena. Motion carried.

IV. Youth Services Update- Information

- Kristin Holman-Steffel is the new Library Assistant Youth Services Coordinator.
- Katie Roth will be doing a storytime.
- Goal is to have one activity each month for each age level.
- Kristin has a conference at the end of the month to get ideas. She is signed up for book clubs and youth board sessions.
- Expectations of the board: programming
- Newsletter for parents and to promote at school.

V. **Library Director's Report:**

- The stuffed animal sleepover went well. The attention to detail to this program were noticed.
- The recataloging and categorizing of the books is pretty labor intensive and takes longer than realized. In the long run it will be easier to find books.
- The inservice day was beneficial for team building for staff.
- Circulation went down last month. No Toddler Tales or Headstart.
- Received NASA grant for 200 pairs of solar eclipse glasses.
- Jen will be talking with the Lancaster Police Department about the new city ordinance of library theft.
- She also was able to visit the Potosi Schools and judge National History Day projects. This was a great collaboration project starting with student research and ending with student presentations.
- Kristin will be attending the Power Up Conference.

Motion by to approve the fine fund was made by Cindy Busch and seconded by Josh McLimans. Motion carried.

V. **Communications:**

- Susan sent a thank you note for her retirement recognition, yarn, necklace, flowers and gift card.
- The William Pollock VFW Post 2344 sent a note for community fund use.

VI. **Unfinished Business:**

- The board had a discussion on library board candidates to recommend to Mayor Varnum.
- It was decided that the board would recommend Sandy Schneider, Todd Lull, and Emily Dyanchand as possible candidates.
A motion was made by Josh McLimans and seconded by Cindy Busch.
The motion carried.
- The donor wall was installed by Bill Broihahn and Kathy Friederick. The payment and a thank you note were submitted to both of them. We celebrate that local artisans are being used in our library.
- The sponsors and bands for the Summer Nights at the Plaza have been selected. Kyle Vesperman will sponsor the Facebook advertisement for \$100 for each evening.

VII. **New Business**

- The Potosi Library will focus their collection building on young children and adults. The YA books are available in schools and aren't circulated as much through the Potosi Library.
- The Potosi Library annual report was reviewed.
- Director Bernetzke asked for Microsoft software to be installed on her laptop so that work can be done from home.

A motion was made by Micki Uppena to approve the software license and seconded by Millie Uppena. Motion carried.

Trustee comments: Compliments on the picture book section progress, items noted about garden plans and Performance Plaza plans.

Motion to adjourn the meeting was made by Micki Uppena and seconded by Busch.
Meeting was adjourned at 5:38 p.m.

April Schreiner Memorial Library

Minutes from April 12, 2017

I. **Call to Order:** The meeting was called to order at 5:01 p.m.

Members present: Jennifer Bernetzke, Daniel Glass, Josh McLimans, Laurie Walker, Micki Uppena, Cindy Busch, and Millie Uppena. Excused Barb Tucker.

II. **Approve Secretary's Report:** A motion was made to approve the minutes of the March meeting by Cindy Busch and seconded by Josh McLimans.
Motion carried.

III. **Treasurer's Report:**

Alliant Energy is going to be sending a usage report so that we can review the dates and areas using the most electricity. We know that the humidity control uses a lot, but it is necessary.

Motion to approve bills by Micki Uppena. Seconded by Daniel Glass.
Motion carried.

V. **Library Director's Report:**

- The circulation and visitor count are slightly down for March. The computer use is down, but that is expected because most patrons are using their own devices with the library wifi.
- The County Library Plan is complete dictating an increase in reimbursement by 1% per year for the next 5 years.
- The Schreiner Memorial Public Library was featured in a Wisconsin DPI film advocating for library funding.

A motion was made to approve the fine fund expenditures by Micki Uppena and seconded by Millie Uppena. Motion carried.

V. **Communications:**

- Mayor Varnum was present.
- Elementary students wrote letters about our library.
- A card from Kerin Colson thanking the library and board for their patience and understanding.
- A thank you from the Jaycees to host the 2017 Easter Egg Hunt.
- A thank you for the tour for the french students from Ann Berns the Lancaster High School French Teacher.

VI. **Unfinished Business:**

The fine fund audit was tabled because Barb Tucker wasn't in attendance.

VII. **New Business**

Need to adapt the Computer Use Agreement.

- Change the Computer Use Agreement to allow students between the ages of 11 and 18 whose parent or guardian signs a “Computer Use Agreement Form” usage of library computers. Parents would have to come in and sign the form.
- The public library is not responsible for following CIPA laws because E-Rate funding is not received.
- Much discussion and questions were asked.

Motion to approve the change in the Library Computer Use Agreement was made by Josh McLimans and seconded by Millie Uppena.

Motion carried.

Time was spent reviewing the County Library Plan.

- The committee met eight times since 2016 to craft the Grant County Library Plan.
- The plan was upgraded so that all county residents have equal access to all library services. Library services are for everyone. Much attention was placed on ensuring that the technology structure is in place for continuous improvement and development.
- The plan will be reviewed annually and an annual report will be presented to the Grant County Board.
- A county reimbursement rate increase is in places for the next five years. The County Library Plan is complete dictating an increase in reimbursement by 1% per year for the next 5 years. This means that next year our library will get an additional \$2000.
- The county is allowed to have county representatives to be on the library board of trustees. Bob Keeney would have to formally appoint them to the board.
- Director B. will reach out to Bob to look for members to serve on the board as county reps.

Bylaw review change.

Amend Article III Section 1. Regular meetings of the Board shall be held at the library **each month except December**. The meetings of the Board shall be held at 5:00 on the second Wednesday of the month. **A simple majority** shall constitute a quorum.

Section 3. The regular meeting in **August of each year** shall be the budget meeting.

Article IV. Section 1 Standing committees to serve for one year may be appointed by the President **at the annual meeting**.

Dave Kurihara would like to have the next year’s budget at the earliest on September 1st. This would require us to have an early budget meeting. Currently we don’t have an August meeting and we have our budget meeting in September.

SWLS numbers come at the end of August.

A motion to propose an amendment was made by Daniel Glass and seconded by Cindy Busch. Motion carried.

Trustee comments:

Laurie Walker gave a shout out to Cindy Busch for the summer activities in the performance plaza! What a lineup we will have!

June 21 Isthmus Brass Sponsored by Busch Music and Tricor

July 12 Wundos Sponsored by LV Labs, Doolittles, Edge Electric, and A & W. Concessions by the Lancaster Boys Scout Troops 88

August 2 The Stellanovas Sponsored by Maple Harris Guest House and Morningside Assisted Living. Concessions by the Merry Mixers 4H Club.

Mike Kabele's painting of the library was donated to the public library foundation. It is a beautiful painting. It will hang above the book sale area in the library. The rights for printing were included.

How do we communicate to people that there is a hearing loop in the room so patrons know to adjust their hearing aids? Signage is being looked into.

It was suggested that there be a consulting fee for J. Bentezke for SWLS consultation in the absence of Krista Ross and a director.

Garbage pickup was discussed. The custodian comes every other day and takes the garbage. Two outdoor garbage cans were recently added.

Motion to adjourn the meeting made by Micki Uppena and seconded by Cindy Busch.

Meeting adjourned at 6:00 p.m.

Respectfully submitted by Micki Uppena.

October Schreiner Memorial Library Minutes from May 10, 2017

I. **Call to Order:** Meeting called to order at 5:00p.m. (Jen recorded.)
Members present Jennifer Bernetzke, Daniel Glass, Josh McLimans, Laurie Walker, Micki Uppena, Cindy Busch, and Millie Uppena. Barb Tucker arrived at 5:04..

II. **Approve Secretary's Report:** Minutes of the April meeting Motion made by Millie Uppena and seconded by Cindy Busch. Motion carried.

III. Treasurer's Report:

Alliant did an audit of appliances. The days that soup luncheons and cooking with kids has

a higher wattage.

Motion to approve bills by Josh McLimans. Seconded by Micki Uppena.

Motion carried.

V. Library Director's Report:

- Computers have been ordered for the technology technology replacement plan.
- There was an increase in program attendance from 434 participants last year to 1157 this month this year.
- The Potosi numbers are down for circulation and patrons.
- Bernetzke presented on WAPL on social media and branding the library. They've been asked to present this year at WLA.
- Interviews are taking place now for student assistant position. There is a possibility of hiring two students instead of one.
- The picture book process is still ongoing, but nearing completion.
- \$150 in books were sold at the book sale. The next sale will take place in the fall.
- Director Bernetzke attended the Lion's Club meeting to discuss accessibility of our library and programming.
- COLAND is meeting here on May 12 for their broadband initiatives meeting.
- Sunday hours are finished. 2378 patrons used the library on Sundays. Roughly \$300 in fines and copy fees were brought in on Sundays.
- The library bought a sponsorship ad for the Potosi Lit Wars in the newspaper.

A motion to approve the fine fund expenditures was made by Busch and seconded by Tucker. Motion carried.

V. Communications:

None

VI. Unfinished Business:

- Fine Fund Audit: All receipts were in place. Tucker reported that all was in order. The audit has been turned over to the city as well.
- Bylaw Review:
 - Board meetings in August
 - Simple Majority
 - Committee appointments will serve a year

A motion to approve the bylaws as proposed in April was made by Millie Uppena and seconded by Josh McLimans. Motion carried.

VII. New Business

- Reviewed the resolution for allowing the director to do consulting work for SWLS with payment going to the library.
A motion to approve the resolution was made by Busch and seconded by McLimans. Motion carried.
- Discussion on budgeting.
How can we compensate employees?
The programming, patrons and expectations have increased, but not the compensation. We want to retain quality employees, can we budget for staff raises?
Is there a way that we can add another full time position?
The need for staff professional development is important. How do we invest in professional development for our staff? Increase professional development budget. The county is conducting a staffing survey. Is this something that the city will do?
- Bernetzke presented information on a new scheduling software called “Spaces” from Demco Software. This software would streamline the booking process for the community room. This can be paid for with fine fund at a subscription cost of \$475 per year. This can easily be done with room use donations. Patrons would still need to come in and get key training and pay the deposit.
A motion to approve community room software was made by Micki Uppena and seconded by Barb Tucker. Motion carried.
- Library Assistant II- Technical Services (29 hours a week)
Review job description.
Do we want to add graphic design to the job description. Resolved to add “Experience with graphic design highly desirable.”

There is also a possibility that we can hire a SWTC student for a 216 hour internship for Graphic Design. This position could be paid the basic hourly shelving wage.

A motion was made to approve the amended Technical Services job description to include graphic design by Busch seconded by Millie Uppena.

Trustee comments:

Posters were presented on the "Summer Nights on the Plaza." These will be printed and posted to promote the plaza events.

June 10th National Garden Week

Lancaster Garden Club will be adding annuals to pots at the beginning of June.

Laurie Walker discussed the possibility of to add a fee to events being held in the community rooms. Bernetzke will look into what other libraries charge and bring some ideas to the next meeting.

Dan Von Feldt and Jan Schmidt are the new Library Board members.

A motion to adjourn the meeting was made by Micki Uppena and seconded by Cindy Busch. Meeting adjourned at 5:50 p.m.

June Schreiner Memorial Library

Minutes from June 14, 2017

I. **Call to Order:** Meeting was called to order at 5:02 p.m. by Laurie Walker. Members present Josh McLimans, Laurie Walker, Micki Uppena, Cindy Busch, and Millie Uppena. Missing Jennifer Bernetzke, Barb Tucker and Daniel Glass. Tara Fortney was present for Jennifer Bernetzke. Daniel Glass arrived at 5:04 p.m.

II. **Approve Secretary's Report:** A motion was made by Cindy Busch to approve the May secretary's report and seconded by Millie Uppena with the October date changed to May. Motion carried.

III. **Treasurer's Report:** A motion to approve the bills was made by Cindy Busch and seconded by Micki Uppena. Motion carried.

V. Library Director's Report:

- The two new high school students have started.
- Tara will be going to the next PLAC meeting in June instead of Director Bernetzke.
- Josh McLimans will attend the next City Council meeting at 6:30 as a board representative.

A motion to approve the fine fund expenditures was made by Josh McLimans and seconded by Millie Uppena. Motion carried.

V. Communications:

The library received a thank you note from Delta Kappa Gamma for supporting their Literacy contest in Potosi.

VI. Unfinished Business:

The community room software is up and running. Patrons are being encouraged to use it. Bookings can only be made one year in advance.

VII. New Business

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- A meeting room policy and fee review discussion took place. Community groups and NonProfits will not be charged. Discussion took place for adding a cost for private parties and businesses. Action has been tabled at this time.

- The additional parking plan was discussed outside in preparation of the City Council meeting on Monday. The board will revisit the parking in July.
- The board supports adding sidewalks to Jefferson Street.

A motion was made by Micki Uppena and seconded by Millie Uppena to add sidewalks.
Motion carried.

Trustee Comments:

Cindy Busch discussed the upcoming events in the plaza. Advertisements are posted on social media. Promotions are in the Shopping News, Grant County Herald Independent, and Telegraph Herald.

Thanks were given to Laurie Walker for her nine years on the board.

Laurie Walker and Barb Tucker were presented with flowers in thanks for their contributions to the library board.

Josh brought up an AARP grant that is available. This may be revisited next year. Josh will be accepting a grant from the Community Fund next week.

A motion was made by Laurie Walker and seconded by Daniel Glass to adjourn the meeting.
Meeting adjourned at 5:44 p.m.

The next meeting is scheduled for July 12, 2017.

Respectfully submitted by Micki Uppena.

July 2017 Schreiner Memorial Library

Minutes from July 12, 2017

- I. **Call to Order:** Meeting called to order at 5:00 p.m. by Daniel Glass.
Members present Jennifer Bernetzke, Daniel Glass, Josh McLimans, Micki Uppena, Cindy Busch, Jan Schmidt, Millie Uppena, and Dan Von Feldt.
- II. **Approve Secretary's Report:** Minutes of the June meeting were reviewed. A motion was made by Cindy Busch and seconded by Josh McLimans. Motion carried.
- III. **Treasurer's Report:** The bills were reviewed. A motion to approve the bills was made by Josh McLimans and seconded by Millie Uppena. Motion carried.

IV. Election of new officers for the Library Board.

- A. President: Daniel Glass was nominated by Millie Uppena and seconded by Jan Schmidt.
- B. Vice President: Millie Uppena was nominated by Micki Uppena and seconded by Cindy Busch.
- C. Treasurer: Josh McLimans was nominated by Cindy Busch and seconded by Jan Schmidt.
- D. Secretary: Micki Uppena was nominated by Millie Uppena and seconded by Jan Schmidt.

A motion was made to approve the unopposed nominations for the election of new by Micki Uppena and seconded by Cindy Busch.

The slate of candidates was approved.

V. Assignment of members to committees:

- A. Committee members for the Lancaster Public Library Foundation: Josh McLimans, Cindy Busch, Millie Uppena
- B. Budget Committee: Dan Von Feldt, Jan Schmidt, Josh McLimans, and Daniel Glass
- C. Performance Plaza Committee: Dan appoints Cindy Busch, Micki Uppena, and Josh McLimans.

A motion to approve committee nominations was made by Dan Von Feldt and seconded by Jan Schmidt.

VI. Library Director's Report:

- Potosi's outdoor movie night was rained out.
- Jen Bernetzke was involved in the city administrator hiring process.
- Guest reader storytimes are happening in August.
- \$1000 was received from BMO Harris to do two outdoor movies on August 24 and August 25 at dusk.
- Jen will be presenting at TECHdays in Fitchburg. Mileage and hours will be reimbursed.

A motion by to approve the fine fund expenditures was made by Micki Uppena and seconded by Millie Uppena. Motion carried.

VII. **Public Presentations and Communications:**

- The Council of Library and Network Development sent a thank you for hosting the May COLAND meeting.
- Thank you from the Milwaukee Public Library director for the tour of the Lancaster and Potosi library.
- Board contact information was reviewed and revised for current board.

VIII. **Unfinished Business:**

- A. Budget Update: Discussed budget. The new DELL computers have been ordered, but haven't been billed yet as this time.
- B. Meeting Room Policy and Fee Review was discussed and tabled until November after the budget meeting.
- C. Additional Parking in Ryland Park
 - a. The city council approved the additional parking project.
 - b. The anonymous donation is being given to the foundation in order to remain anonymous. This will then be paid to the city.
 - c. Timeline: The road crew working on Jefferson Street will be working on it this fall.

VII. **New Business**

- A. The director's annual evaluation was distributed. Trustees will complete them this month and discuss next month.
- B. Staff inservice will be held on September 1st. The library will be closed. The day will be used for training. A motion was made by Josh McLimans and seconded by Cindy Busch. Motion carried.
- C. The budget committee meeting will take place before August 9th.
- D. The Gala Committee will begin planning the annual gala.

Trustee comments:

Gala Committee members needed

A motion to adjourn the meeting was made by Josh McLimans and seconded by Micki Uppena. Meeting adjourned at 6:17 p.m.

Minutes respectfully submitted by Micki Uppena.

Minutes from the Budget Committee Meeting

Schreiner Memorial Library

July 25, 2017 at 5:00pm

Call to order at 5:01:

Present: Daniel Glass, Dan Von Feldt, Jan Schmidt, Josh McLimans, and Director Bernetzke.

Review of 2017 Library Goals and state of 2017 budget:

Most goals are either complete or in progress. One will be pushed to 2018 because of timing with school teachers. The budget is on track for 2017.

Adjourn to closed session at 5:16pm in order to discuss personnel compensation of a public employee. Motion by VonFeldt, second by McLimans. All ayes.

Reconvene to open session at 5:50pm.

Discussion of 2018 budget:

A question about the necessity for a long-range building maintenance fund was raised. Is it necessary or would it be part of the City's capital improvement plan? Bernetzke agreed to follow up with Dave Kurihara.

Consensus showed that it would be unrealistic to make the Children's LA II into a full time position at this time.

Agreement to start working on a plan of action to figure out the City's expectations of the library moving forward.

Approval of the Draft 1 2018 budget request to the City for full board approval: Motion by Glass, second by Schmidt. All ayes.

Adjourn at 6:15.

Schreiner Memorial Library Board of Trustees

Minutes of the August 9 Meeting

- I. Call to Order: 5:04 PM. Excused: Micki Uppena, Millie Uppena. Jan Schmidt arrived at 5:29PM.
- II. Approval of minutes from July meeting: Daniel Von Feldt moves, Cindy Busch seconds. All ayes.
- III. Approval of Treasurer's Report: Cindy Busch moves, Josh McLimans seconds. All ayes.
- IV. Director's Report: The board discussed creating or promoting a Facebook page for the Potosi Branch. New/different events for that location were also discussed. Circulation has gone down in Potosi, partly because of staffing changes and partly because the new Platteville library is open.

Approval of Fine Fund expenditures: Daniel Von Feldt moves, Josh McLimans seconds. All ayes.
- V. Public Presentations: David Carlson, the new City Administrator, introduced himself and discussed his experience so far in Lancaster.
- VI. Additional Parking discussion: Bernetzke updated the board to reflect that the \$15,000 donation has been handed over to the City and we hope to have the new parking and most of the sidewalk installed this fall.
- VII. Adjourn to closed session pursuant to WI State Statute 19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance data of a public employee over which the governmental body has jurisdiction or exercises responsibility in regards to library employees. Josh McLimans moves, Cindy Busch seconds. Closed session began at 5:36PM.
- VIII. Josh McLimans moves to reconvene to open session, Cindy Busch seconds. Open session reconvened at 6:25PM.
- IX. New Business
 - a. Motion to approve the Tech Services agreement with SWLS: Josh McLimans moves, Jan Schmidt seconds. All ayes.
 - b. Budget request to the City. Jan Schmidt moves and Josh McLimans seconds the budget request to the city, reflecting the change in staff compensation as follows: eliminate the raise scheduled for the student assistants and redistribute that money to the director's salary. In addition, add \$1600 from the reserve fund to the director's salary. This does not change the amount requested from the City. All ayes.

- c. Library Goals for 2018: motion by Jan Schmidt, second by Josh McLimans. All ayes.
 - d. Pay schedules for all library staff positions: an initial discussion about staff pay scales was held with examples prepared by Bernetzke. More discussion is needed and Bernetzke will reach out to work with CA Carlson for his input. No action needed.
- X. Trustee comments: Next month's agenda should include discussion of adult programming at the library. An interest in choosing a different night to meet during the summer months will result in Bernetzke sending a Google poll to all board members for their input. Next month's agenda should also include a discussion of possible events and planning for the Performance Plaza throughout the 2018 season. A special word of thanks to Cindy Busch for all of her hard work on this year's Summer Nights on the Plaza events was extended by Josh McLimans.
- XI. Motion to adjourn by Josh McLimans at 6:59 PM.

Respectfully submitted, Jennifer Bernetzke

September Schreiner Memorial Library

Minutes from September 13, 2017

I. Call to Order:

Meeting called to order at 5:00p.m.

Members present Jennifer Bernetzke, Daniel Glass, Josh McLimans, Dan Von Feldt, Micki Uppena, Cindy Busch, and Millie Uppena. Excused Jan Schmidt.

II. Approve Secretary's Report:

Motion made by Micki Uppena to approve the minutes of the August meeting. Motion seconded by Cindy Busch. Motion carried.

III. Treasurer's Report:

All utilities listed are for two months' time. A motion to approve bills was made by Millie Uppena and seconded by Dan Von Feldt. Motion carried.

V. Library Director's Report:

- Over 650 people were in attendance at the Eclipse program. More than 800 people visited that day.
- A donation was made to the Potosi library for new books.
- A wooden train set with table was donated to the library.
- The staff inservice on Sept. 1 was successful. Items discussed were privacy, active shooter training, Lancaster School District initiatives, and more.
- Congressman Ron Kind has nominated us for National Medal for Museum and Library Service. This award is presented by the IMLS.
- The Foundation is planning the GALA for October 14th. Board members are asked to donate a GALA item or basket by October 7th.

A motion to approve the fine fund expenditures was made by Josh McLimans and seconded by Cindy Busch. Motion carried.

V. Communications:

none

VI. Unfinished Business:

- Dan Von Feldt discussed the City Council meeting. Much of the meeting was looking at salary schedule and how Platteville includes library employees in the city pay scale.
- The last city lot was sold and will be put towards the library building project.
- A discussion of the draft of the library pay scales took place.
- A motion was made to table the salary schedule for sixth months by Dan Von Feldt and seconded by Josh McLimans. Motion approved.

VII. **New Business**

- A. The picture book project is finished and has been successful. Children are able to find their books easier. Parents are able to find books quickly on certain topics.
 - a. The next project is the easy reading section which will be labeled with Fountas and Pinnell.
- B. Adult programming is increasing. Upcoming programming will include marbles, Ancestry DNA, computer classes, Orchard Manor and Morningside visits, homebound delivery, Jiu Jitsu, individual help with the new ebook app and more.
 - a. Other possibilities may include a seed library, couponing, etc.
- C. Discussed moving meeting times and dates. After a board member survey, it was decided to keep the meeting time and date as is.
- D. The Grant Regional Health Center Foundation Festival of Trees has asked to have their event here.

A motion was made by Josh McLimans to approve the hosting of the Festival of Trees at the library with the understanding that it is a fundraiser for the GRHC Foundation. Seconded by Cindy Busch. Motion carried.
- E. A motion was made by Millie Uppena to amend the library hours to close at 5PM for Dec. 4th and seconded Dan Von Feldt. Motion carried.

Trustee comments:

- Cindy Busch discussed summer nights on the plaza for next summer. The events will be changed to Tuesday evenings.
- Compliments on the beautiful library gardens.
- Soup luncheons will start in October.
- The pizza night at Vesperman's yielded almost \$500.

Motion to adjourn the meeting made by Josh McLimans and seconded by Millie Uppena.
Meeting adjourned at 5:49 p.m.

**Schreiner Memorial Library
Board of Trustees**

Wednesday, October 11, 2017; 5:00 p.m.
Community Room 1, Schreiner Memorial Library
113 West Elm Street, Lancaster, WI

MINUTES

I. **Call to Order:** Meeting called to order at 5:00p.m.

Members present Jennifer Bernetzke, Jan Schmidt, Dan Von Feldt, Josh McLimans, Micki Uppena, Cindy Busch, and Millie Uppena. Excused Daniel Glass.

II. **Approve Secretary's Report:** Minutes of the Sept. 13 meeting were approved with correction made in "Unfinished Business." Von Feldt had discussed the Finance Committee meeting, not the City Council meeting.

Motion made by Jan and seconded by Cindy.

Motion carried.

III. **Treasurer's Report:**

The bills were presented at the meeting.

New puppet and puppet kits have been purchased this month.

Motion to approve monthly bills by Dan Von Feldt . Seconded by Jan Schmidt.

Motion carried.

V. **Library Director's Report:**

- Looking at ways to improve the Potosi library.
- Book sale made about \$100. We have changed policies for book donations. No more encyclopedias, pamphlets, textbooks, or aged materials are allowed to be donated.
- Applying for a Lancaster Community Fund grant.
- The soup fundraiser made around \$800. It was the biggest one to date.
- Jeff Iverson will be here from UWP to talk about Fake News during the evening of October 18th.
- The SWLS consulting fee will be used to offset the deficit.
- Maintenance was done by Director Bernetzke and library staff of the Performance Plaza area. They cleaned out the weeds between the bricks. Further work may be done in consultation with Southwest Tech landscaping students.
- Student visitors from 4K and 2nd grade came for visits this month.

Fine Fund transactions were limited to postage this month.

Motion by to approve the fine fund expenditures by Micki Uppena. Seconded by Josh McLimans. Motion carried.

V. Public Presentation and Communications:

Thank you notes were signed from the Board of Trustees to give to the people who nominated us for the National Medal.

The Lancaster Class of 1952 had their class reunion here and sent a thank you and closed out their class account and donated it to the library.

Festival of Trees Dates and Times

Dec. 1-4 the Festival of Trees will take place at the library.

Dec. 1: 9-8 with cookies and cider from 5-7

Dec. 2: 9-1

Dec. 3: 1-4 Kids Day with Santa, crafts, stories, and more

Dec. 4: Library closes at 5; Festival of Taste 5-7 (\$15 entrance)

Jen Bernetzke received a thank you note from the PEO for her presentation on fake news at a meeting.

The library is cosponsoring a workshop entitled "Challenging Conversations: Communication Skills for When the Going Gets Tough" on Friday, October 13 from 9-3 with SWLS.

The Library Gala is Saturday, October 14 from 6-9. Tickets are still available. This year we will be recognizing a volunteer, Kathy Friedrich, for her countless volunteer hours. We will also recognize David Bainbridge.

Certification of Appreciation from the Army/The Civilian Personnel Advisory Center Fort McCoy for using the library for their training on October 10th. They commended the library staff for their service.

Tara and Jen went to the 4-H Leadership Council meeting and they were recognized with Meritorious Service Award for the library's cooperation with the local 4-H groups.

VI. Unfinished Business:

- A. New Parking-after consultation with John Hauth, this project will be held off until the spring.
- B. National Medal Nomination paperwork has been turned in.

VII. New Business

- A. Update from Performance Plaza Committee: A Dixieland, Mariachi, and Blue Grass bands have been selected. Contact has been made with the Chamber Director to possibly move the evening farmer's market to the library to coincide with band nights. 55 Germans are coming this summer for night on the square. The plaza events will be added to the travel promotional materials for the county

Discussed the large rocks around the plaza and the possibility of moving them

- 3 power outlets in the 3 of the stones
- The edges of the plaza are held by the stones.
- Concern about the integrity of plaza without the rocks.

A motion to keep rocks as they are was made by Josh McLimans and seconded by Dan Von Feldt. Motion carried.

- B. The Story Walk that was to be held during the Harvest Festival was postponed because of weather: Possibility of rescheduling during Sweets and Treats. A donation of \$350 was given by Carley Borcharding with the intent of doing it at other times.
- C. The book sale made around \$100 dollars during the Harvest Fest.
- D. Approve NetSouthwest Agreement-action

Additions:

- Add merging section in case of system changes
- SWLS through their contract with ADvanced IT Solutions, provides support for local libraries area networks.

Motion by Cindy Busch and seconded by Millie Uppena. Motion carried.

X. Trustee Comments

Pasty Sale

- The library and PEO will be working with the Lion's Club for the December 9th pasty sale.
- Workers commit to work from 5:45a.m. -11:00 a.m.. We need to provide 12 workers.
- We will begin selling the pasties in November.

VIII. Adjourn

Motion made by Josh McLimans and seconded by Cindy Busch. Meeting adjourned at 5:46.

Respectfully submitted by Michelle Uppena, Board Secretary

Next meeting: November 8, 2017 at 5:00 p.m.

**Schreiner Memorial Library
Board of Trustees**

Wednesday, November 8, 2017; 5:00 p.m.
Community Room 1, Schreiner Memorial Library
113 West Elm Street, Lancaster, WI

MINUTES

I. **Call to Order:** Meeting called to order at 4:58 p.m.
Members present Jennifer Bernetzke, Daniel Glass, Jan Schmidt, Dan Von Feldt, Micki Uppena, Cindy Busch, and Millie Uppena. Missing : Josh McLimans was excused.

II. **Approve Secretary's Report:** Minutes of the October meeting were reviewed.
Motion made by Dan Von Feldt and seconded by Jan Schmidt to approve.
Motion carried.

III. **Treasurer's Report:** Reviewed monthly bills. Motion to approve monthly bills by Millie Uppena. Seconded by Micki Uppena.
Motion carried.

V. **Library Director's Report:**

- Jennifer Bernetzke and Micki Uppena presented about library and school collaboration at the Wisconsin Library Association Annual Conference. Bernetzke said that she has received a lot of positive feedback. DPI was impressed with the presentation as well. WEMTA has asked for this session to be presented at the school library conference in March.
- The Lancaster National History Day Competition will be held in the library. Students will be coming to the library to begin their research after Thanksgiving. Potosi will also be working with the library staff on this project.
- The Teen Advisory Board hosted their first Halloween event. It was well attended. The Jaycees allowed them to use their decorations. There are 12 students on the board.

Motion by to approve the fine fund expenditures was made by Busch and seconded by Micki Uppena. Motion carried.

V. **Public Presentation and Communications:**

None

VI. **Unfinished Business:**

- A. Community Room Policy:** Discussion on fees. We need to make sure that if fees are charged, that it doesn't interfere with access. Most donations are from personal use of the room. Signage to increase contributions was suggested. Donations box screwed to the wall for donations was another suggestion. Bernetzke will look into this.
- B. Foundation update:** This is the last year for the 5 year pledges. We are on schedule with pledges and what will be given to the city. New money for fundraising is a real challenge. The possibility of a city pool, donating to the new hospital, etc.

\$300,000 is needed. What can we do that hasn't been done?

The Foundation is looking for new and fresh ideas. Ex. If we raise the money, Jen would get a tattoo.

Anything donated to the Foundation goes to the library building project.
Dobson trust pays for the new books for babies that are born at the hospital.
Jo Pebworth Fund pays for the gardening on grounds.

VII. New Business

A. Update on the 2017 Budget:

The 2017 budget is a little under because of staffing wages this year due to health issues.

Fine Fund is book sales, fines, donations to the library itself.
The fine fund is used for supplies, postage, and other small items.

\$401,000 2017 budget

\$410,000 2018 budget

Approximately \$3000.00 from SWLS consultations from Director Bernetzke will reduce the amount taken from the reserve fund for this year.

B. Salary Resolution for 2018

New students start at \$8.50

A new student assistant will be hired for four hours a week.

Dan Von Feldt made a motion to approve the salary resolution for 2018. Cindy Busch second.
Motion carried.

C. Meeting Dates for 2018

2nd Wednesday of each month except December

X. Trustee Comments

Cindy Busch gave an update on "Summer Nights at the Plaza."

Vicky Thole is working on the posters and marketing.

Evening farmers' markets will be held on the same events as the plaza event.

A light above the sink in the kitchen would be helpful.

Comments were made on how scary the Halloween haunted house was. It was a great event!

VIII. Adjourn

Motion to adjourn the meeting was made by Millie Uppena and seconded by Micki Uppena.

Meeting adjourned at 5:41 p.m.

Respectfully submitted by Michelle Uppena, Board Secretary