

Schreiner Memorial Library
Board of Trustees

Wednesday, January 10th

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 5:02 p.m.

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

Jan Schmidt arrived at 5:03.

II. **Approve Secretary's Report:** Minutes of the November 8, 2017 meeting were reviewed.

Motion made by Dan Von Feldt to approve the minutes and seconded by Busch.

Motion carried.

III. **Treasurer's Report:** Bills from November and December were reviewed.

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

Motion carried.

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

- Jan Schmidt spoke as a representative from the Festival of Trees that was held at the library in December. They are asking to have the event in the library again next year at the same time. The event was successful. Around 1500 people attended the event. The most ever! A donation jar was available but not a lot was donated. Funds were made during the silent auction, the wine tasting, and sponsorship donations. Discussion as to how to improve the festival for next year was had. This will be added to next month's agenda for approval.
- World Read Aloud Day will be celebrated at the library on February 1st.
A committee has formed to celebrate the 20 years of Harry Potter on this day.
- "Adulting 101" series of classes is being held for teens and young adults. Topics include balancing a checkbook, creating a resume, sewing buttons, cooking, changing oil, changing a tire, financial literacy, etc.
- The National Honors Society has donated \$200 to sponsor the finals study hours at the library. The Youth Advisory Board will be selling concessions as well.
- Study Room 3 has had blinds installed for nursing mothers.
- A grant application for STARnet has been submitted in conjunction with the Cunningham museum. We will find out in February if we get this traveling exhibit.

- February 20th is Library Legislative Day. Scott, Bob, Jennifer, and Maya are going to Madison to talk with representatives and advocate for libraries.
- The library staff is offering five weeks of computer classes for the Public Works staff.

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

V. **Public Presentation and Communications:**

- A thank you note was received from Jill A. Jungerberg, Presentation Coordinator for the State of Wisconsin Department of Workforce Development. An Unemployment Employer Education presentation was held in the community room on November 15th and they were extremely pleased with the services and rooms.
- A grant acceptance letter for increased resources for the K-12 STEAM program for \$2000 from the Community Foundation and the Charles “Sonny” Tiedemann Charitable Fund was presented.
- Police calendars for 2018 are now being distributed. The library has taken full advantage in promoting the library through the calendar with dates and photos.

VI. **New Business**

- A. Initial statistics for 2017 were reviewed. See the highlights below.
Funding is tied to our circulation numbers.
Our circulation numbers are down for 2017.

Potosi

2017: Potosi Circulation 10827

Potosi Visitors 4369

2015: Potosi Circulation 13036

Potosi Visitors 5234

Lancaster

2017: Lancaster Circulation 74830

2016: Lancaster Circulation 74381

Our visitor numbers are up in Lancaster.

2007: 34026 visitors

2016: 74381 visitors

2017: 77324 visitors The most visitors the library has ever had.

8574 digital items were circulated. At this time funding does not take this into account.

320 library sponsored programs held in Lancaster.

Roughly 55% of our circulation is to nonresidents.
Roughly 45% of circulation is in children's materials.

B. Trustees Essentials Review- Chapter 1 Information

Trustees reviewed the trustee job responsibilities.

C. Policy Update - Records Retention Policy

The policy has been changed according to the Wisconsin Historical Society updated Record Retention Schedule policy- Motion made by Jan Schmidt and seconded by Millie Uppena to approve the updates to the records retention policy. Motion passed.

X. Trustee Comments

none

VIII. Adjourn

Motion to adjourn the meeting was made by Josh McLimans and seconded by Dan Von Feldt.
Meeting adjourned at 5:50 p.m.

Respectfully submitted by Michelle Uppena, Board Secretary

Next meeting: February 14th at 5:00 p.m.

**Schreiner Memorial Library
Board of Trustees**

Wednesday, February 14, 2018; 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 5:01 p.m.
Members present Jennifer Bernetzke, Daniel Glass, Jan Schmidt, Josh McLimans, Micki Uppena, Cindy Busch, and Millie Uppena. Dan Von Feldt excused.

II. **Approve Secretary's Report:** Minutes of the January 10 meeting were approved.
Motion made by Jan Schmidt and seconded by Josh McLimans.
Motion carried.

III. **Treasurer's Report:** January bills were reviewed.
Motion to approve monthly bills by was made by Micki Uppena and seconded by Jan Schmidt.
Motion carried.

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

- The visitor count is up for January.
- The Harry Potter event was successful and had over 200 people in attendance.
- The Public Works computer classes are in session. The first session went really well.
- Five new computers are being purchased to fulfill the technology agreement with a reduced price due to purchasing at a group rate from the coop.
- The router is being replaced and the community room internet will have improved speed.
- Draperies were added to a study room for nursing mothers.

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

V. **Public Presentation and Communications:**

- Thank you card from the Potosi Middle school staff and students for NHD research
- Telegraph Herald article from the Harry Potter event
- Leah Muench signed copies of her book and was featured in the Herald Independent
- Note from Sandy Leibfried of the Grant Regional Health Center Foundation Inc. to thank the library for hosting the Festival of Trees and to continue the Festival of Trees in 2018
- The Municipality periodical features libraries this month

VI. New Business

A. **Annual Report to the State:** The report to the DPI represents the Lancaster and Potosi Branches together.

- a. 85,657 items circulated Children's Materials: 38, 874 items
- b. We send more items out than we borrow.
- c. Library visits 77,324
- d. Total operating expenditures: \$440,062

Josh McLimans made a motion to approve the 2017 Annual Report. Cindy Busch seconded the motion. The annual report was approved.

B. Trustee Essentials Review: Chapter 2

C. **Spring Inservice Day:** A request was made to close the library on March 2nd for floor waxing and staff inservice.

Cindy Busch made the motion to close the library for inservice on March 2nd. Micki Uppena seconded the motion. Motion carried.

D. **2017 Fine Fund Audit:** Josh McLimans completed the audit and found that everything was accounted for.

Millie Uppena made a motion to approve the audit with Cindy Busch making a second. Motion carried.

X. Trustee Comments

- Discussing Potosi library location.
- Parking lot will proceed after the spring thaw.
- Performance Plaza planning is continuing.
- The farmer's market evenings will coincide with the plaza events.
- The soup luncheon was successful today with around 700 people.

VIII. Adjourn

Motion to adjourn the meeting was made by Cindy Busch and seconded by Millie Uppena. Meeting adjourned at 6:00 p.m.

Respectfully submitted by Michelle Uppena, Board Secretary

Next meeting: March 14, 2018 at 5:00 p.m.

Schreiner Memorial Library
Board of Trustees Meeting
Wednesday, March 14th, 2018
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 5:00 p.m.

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

II. Approve Secretary's Report: Minutes of the February meeting were approved with an amendment to change the soup luncheon attendance to \$700 rather than 700 people. Motion by Josh Motion seconded by Cindy Busch. Motion carried.

III. Treasurer's Report:

There wasn't an Alliant Energy bill this month because last month's bill included two months. The heating system needed to be fixed. An agreement was made to be part of a preventative maintenance program with Myers Mechanical Solutions with twice a year checks. Myers Mechanical Solutions gave a discount. Motion to approve monthly bills by Micki Uppena. Seconded by Dan Von Feldt. Motion carried.

V. Library Director's Report:

- Circulation and visitors are still down.
- Program attendance is up. Adult programs have been successful with attendance. The Public Works Computer Classes, Adult Beginner Computer Class, and Genealogy Workshops have been successful.
- Potosi circulation is up.
- The annual report was turned into the state.
- Bernetzke, Murphy, and McKelvey attended Library Legislative Day on February 20th in Madison.
- Today's soup luncheon raised over \$750.
- County fund checks have already been received.
- The staff inservice in March was used productively to clean, reorganize, and get a lot of tasks done.
- Tara Fortney did a picture book presentation to area libraries and has been asked to present at WLA this year in October.

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

V. Public Presentation and Communications:

- A new library services brochure has been created and is ready for printing.
- We didn't receive the 2018 National Medal for Museum and Library Service and received a thank you letter for our application.
- A certificate of appreciation from Fort McCoy was presented for allowing their training to occur at the library.

VI. Unfinished Business:

- A. Approval for the GRHC Festival of Trees to be held in the library next December with acceptable use of alcohol. Motion made by Dan Von Feldt and seconded Millie Uppena. Motion carried.
- B. Approval of a farmers' market to be held in Ryland Park for three nights during special concerts. The Chamber will be in charge of the market. Motion by Josh and seconded by Cindy Busch. Motion carried.

VII. New Business

A. Reviewing Personnel Policies: Nothing was changed in the draft copy presented.

- Discussed the value of the Sunday work hour incentive. Keep this benefit the same.
- Dan Von Feldt made a motion to match the sick leave policy with the rest of the city employees limiting the maximum number of sick days that can be accumulated. Motion seconded by Josh McLimans. Motion carried.
- Library has 11 ½ holidays.
- The vacation schedule will be reviewed by Jen and the City of Lancaster.
- Comp time is not reflected in the policies which means that we follow the City policies.
- The library director will approve secondary employment for library staff. The library board will approve secondary employment for the library director. Motion to approve this change was made by Von Feldt and seconded by Busch. Motion carried.

Millie Uppena left the meeting at 5:40.

B. Trustee Essentials By-Law Review

C. Social Media Use Policy

Cindy Busch made a motion to approve the social media policy. Micki Uppena seconded

the motion. Motion carried.

D. Consideration for Alcohol.

Todd Richard and Haley Wood are having their rehearsal dinner at the library this summer. They have submitted a request to have alcohol use at the library.

A motion was made by Micki Uppena to approve the permission for alcohol use for the rehearsal dinner once the library is closed with the alcohol to remain in the community room. Josh McLimans seconded the motion. Motion carried.

E. The parking lot installation project is moving forward.

During 2019 the city hopes to update the street lights during the highway project.

The library does not have dollars to update the lighting.

X. Trustee Comments

Dan Von Feldt asked about the progress of the donor box. Kathy has designed it for the community room so that people can leave donations.

VIII. Adjourn

Busch made a motion to adjourn the meeting. Josh McLimans seconded the motion.

Meeting adjourned at 6:18 p.m.

Respectfully submitted by Michelle Uppena, Board Secretary

Next meeting: April 11th at 5:00 p.m.

Schreiner Memorial Library
Board of Trustees
Wednesday, April 11, 2018; 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 5:00 p.m.
Members present Jennifer Bernetzke, Daniel Glass, Jan Schmidt, Josh McLimans, Micki Uppena, Cindy Busch, and Millie Uppena. Dan VonFeldt entered at 5:24.

Also present were Tara Fortney and David Varnam.

- II. **Approve Secretary's Report:** Minutes of the March 14th meeting Motion made by Jan Schmidt. Josh McLimans seconded.
Motion carried.

- III. **Treasurer's Report:** Motion to approve monthly bills by Cindy Busch. Seconded by Josh McLimans.
Motion carried.

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

- An April 11th staff meeting was held to discuss patron privacy.
- April 8-14 is National Library Week.
- The Story Walk project is being prepared.
- Ending Fine Fund Balance is \$12,620.28.

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

V. **Public Presentation and Communications:**

1. Thank you from Mayor David Varnam to the library for National Library Month
2. Thank you from Lancaster Jaycees for hosting the Easter Egg Hunt
3. The 2018-2019 Lancaster Chamber Brochure which includes a two page library layout
4. An updated Schreiner Memorial Library Library services brochure

VI. **Old Business:**

A. Personnel Policy update: information

Any outside employment of the library director needs to be okayed by the Library Board of Trustees. Outside staff employment is okayed by the director. Changes approved in March.

VII. **New Business:**

- A. **Trustee Essential Review:** Effective Board Meetings and Trustee Participation
- B. **Request for Alcohol for Bernice Ihm's 80th birthday party on April 14th.**

Motion made by Josh McLimans and seconded by Cindy Bush to allow alcohol for the Ihm birthday party. Motion carried.

C. Appointment of Josh McLimans and Cindy Bush to serve an additional term on the

Library Board of Trustees.

D. WAPL Conference May 3 and 4: Director Bernetzke would like to attend the conference.

A motion was made by Micki Uppena to send Bernetzke to the WAPL Conference and seconded by Millie Uppena. Motion Carried.

E. Job Description: Library Page

- \$8.50 an hour
- Begin June 1st
- 20 hours a week during the summer with 6-8 hours a week during the school year
- Shelves books, leads the student pages, and does Approximately 10 homebound deliveries each month.
- An adult position

A motion was made by Cindy Busch to approve hiring a library page and seconded by Josh McLimans. Motion carried.

F. New WI Public Library Standards released in 2017:

There are 106 Wisconsin Public Library Standards from the DPI based on Tier 1, 2, 3. Director Bernetzke reviewed the Schreiner Memorial Library and Potosi Library based on these standards.

- We are below numbers in audio, videos, and periodicals.
 - Is the investment in these necessary with the digital world?
- Parking standards are not met.
- Tier three standards not met: print volumes, FTE staff, materials expenses, collection size, PACs.
- Our policies are in line with the standards.

X. Trustee Comments

none

VIII. Adjourn

Cindy Busch made a motion to adjourn the meeting with Millie Uppena seconding.

The meeting was adjourned at 5:37 p.m.

Respectfully submitted by Michelle Uppena, Board Secretary. The next meeting will be held on May 9th at 5:00 p.m. in the Schreiner Memorial Library Community Room.

Schreiner Memorial Library

Board of Trustees

Wednesday, May 9th, 2018; 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 were Jennifer Bernetzke, Daniel Glass, Jan Schmidt, Josh McLimans, Micki Uppena, Cindy Busch, Dan Von Feldt, and Millie Uppena.

II. **Approve Secretary's Report:** A motion was made to approve the minutes of the April meeting by Jan Schmidt and seconded by Millie Uppena. Motion carried.

III. **Treasurer's Report:** A motion to approve monthly bills was made by Von Feldt and seconded by McLimans. Motion carried.

V. Library Director's Report:

- Director Bernetzke was asked to be on the Wisconsin Library Association Leadership Committee. This is a two-year term.
- National Honors Society held a Nerf War fundraiser.
- The process for hiring a new Library Page has begun.
- Adulting 101 was held at Bennett's Mobile to learn basic car maintenance.
- Kristin and Jen are presenting to the PEO on Social Media Privacy.
- \$1307 has been donated to the library so far this year. \$520 of this was donated through the community room donation which is more than enough to pay for the scheduling software.

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

V. Public Presentation and Communications:

1. Thank you from the staff for the goodies that were presented by the Library Board and Library Board of Trustees
2. Thank you card from Shanshan and Aiden for the wonderful library programs

VI. Old Business:

No old business

VII. New Business:

A. Trustee Essential Review: Chapters 5-7

- Hiring a Library Director
- Evaluating the Director
- Library Board and Personnel

The job description for Library Director will be reviewed in July or August. Performance evaluation for Director Bernetzke will be done in September.

B. Assign a date for the Budget Committee to meet:

A motion was made by Josh McLimans and seconded by Dan Von Feldt to schedule a budget meeting on Tuesday, June 12th at 2:00 p.m.

C. Genealogy Review:

Kerin's passion is genealogy and she works to provide extra resources for patrons.

- She takes photos of area gravestones for families.
- There is an index to all the cemeteries and Grant County Courthouse records in the library for research.
- She responds to online requests from people around the country to find information for their families.
- Teaches classes on public records and other Badgerlink Resources.
- Grant County Genealogy Club holds their meetings in the library because of the resources.
- Kerin trains staff in the available resources.
- She keeps a living library history of our library.
- She is digitizing files and is preserving Lancaster history.

X. Trustee Comments

- Micki Uppena went to the American Library Association National Library Legislative Days in Washington D.C. this month. She talked about her experience.
- Cindy Busch shared the final copies of the Summer Nights marketing.
- Germany folks will meet in the library for a welcome on July 18th.
- Millie Uppena's student book club meeting will be held on Monday.
- August movies that will be held at dusk include Wonder and E.T..
- Parking posts are staked and the construction of the parking lots will begin soon.

VIII. Adjourn

Cindy Busch made a motion to adjourn the meeting with Millie Uppena seconding the motion.

The meeting was adjourned at 5:42 p.m.

Respectfully submitted by Michelle Uppena, Board Secretary.

Minutes of the Library Board of Trustees Budget Committee Meeting

June 12, 2018 at 2:00PM

Schreiner Memorial Library

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

1. Call to Order at 2:00pm
2. Discussion of 2018 goals and progress thereof. All goals have begun to be addressed; some are completed successfully and others will be accomplished this fall. Creation of 2019 goals will wait until Jen returns from leave this September and will be addressed to the full board.
3. 2:27PM: Adjourn to close session pursuant to 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. Motion by Josh McLimans, second by Jan Schmidt. Daniel Glass and Dan Von Feldt are ayes as well; motion carried.
4. 3:25PM: Reconvene to open session, motion to recommend Draft Budget #2 to the full board, with the changes that we reduce the City request by \$3000 and increase the Reserve Fund contribution by the same amount. Discussion about City support of additional staff compensation for specific employees outside of the budget request will also take place. Motion made by Daniel Glass, seconded by Dan Von Feldt. All ayes, motion carried.
5. Motion to adjourn by Daniel Glass, second by Jan Schmidt. Motion carried.

Schreiner Memorial Library

Board of Trustees

Wednesday, June 13, 2018; 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 5:00 p.m.

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

Also in attendance Tara Fordney.

II. **Approve Secretary's Report:** Minutes of the May 9th meeting reviewed.

Motion made by Von Feldt

and seconded by Schmidt to approve the minutes.

Motion carried.

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

Motion carried.

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

- Katherine Bernhardt was hired as Library Page.
- Negotiations for the Potosi Branch agreement was prepared for the Potosi City Council.
- Ann Yurceck had an author signing.
- The first Concert on the Plaza and Farmer's Market were held this week.
- Discussed summer programming.

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

Motion carried.

V. **Public Presentation and Communications:**

Thank you card from Lancaster National Honors' Society for allowing the Nerf Gun Battle to be held in the library

VI. **Old Business:**

A. **Trustee Essentials Review: Chapter 8: Developing the Library Budget - information**

- a. *Parts of the Library Budget:*
 - i. Municipality (appropriation as part of the City's tax levy)
 - ii. County (reimbursement for county users as dictated by state statute)
 - iii. Gifts, Grants, and Donations (an unreliable number that can change from year to year)
 - iv. Fines and other fees (an unreliable number that can change from year to year)

VII. New Business

A. Budget Request to City

- a. Potosi Branch budget remains the same
- b. Schreiner Memorial Library budget increase of \$10,280.00.
- c. Books and Periodical purchasing has remained flat for eight years
- d. We looked at line by line item in the contracted services.

Motion made by Von Feldt and seconded by Millie Uppena to approve the budget. Motion carried.

B. Contract with John Burton (janitorial)

- a. \$900 a month for 2019 and \$925 for 2020

Motion by McLimans and seconded by Busch to approve the Burton cleaning contract. Motion carried.

C. Contract with Village of Potosi through 2020

Motion to approve the Potosi Branch Library contract was made by Jan Schmidt and seconded by Millie Uppena.

Motion carried.

D. Capital Improvement Plan for City

The library was included in this discussion and Director Bernetzke is working on capital improvements for the library.

X. Trustee Comments

None

VIII. Adjourn

Motion to adjourn the meeting made by Von Feldt and seconded by McLimans
Meeting adjourned at 5:45 p.m.

Respectfully submitted by Michelle Uppena, Board Secretary

Next meeting: July 11, 2018 at 5:00 p.m.

Schreiner Memorial Library

Board of Trustees

Wednesday, July 11, 2018; 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 5:02 p.m.

Members present Daniel Glass, Dan Von Feldt, Josh

McLimans, Micki Uppena, Cindy Busch, and Millie Uppena.

Also in attendance Tara Fortney. Jan Schmidt was absent.

II. **Approve Secretary's Report:** Minutes of the June 12 (budget) and June 13 meeting reviewed.

Motion made by Von Feldt and seconded by McLimans to approve the minutes.

Motion carried.

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

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

- Facebook followers are now over 1000
- Internet access has been increased
- The Nights on the Plaza have been successful
- A patron was left in the library at closing setting off the alarm. Procedures have been updated to ensure that this doesn't happen again.

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

V. **Public Presentation and Communications:**

Marilyn Manning sent a thank you card and a \$25 donation to the library for Kerin's assistance with genealogy research.

VI. **Old Business:**

A. Trustee Essentials Review: Chapter 9: Managing the Library's Money

a. Ways to Monitor Finances

b. Procedures to Help the Library Run Smoothly

c. Gifts, Donations, Bequests, and Endowments

- d. *Annual Reports*
- e. *Audits*

VII. New Business

A. Election of Officers

- a. *President: Dan Glass*
- b. *Vice-President: Millie Uppena*
- c. *Treasurer: Josh McLimans*
- d. *Secretary: Micki Uppena*

Dan Glass made a motion to appoint the officers for 2019-2019. Motion carried.

B. Appointment of Committees (appointed by new president)

- a. *Lancaster Public Library Foundation: Josh McLimans, Cindy Busch, Dan Glass reappointed*
- b. *Performance Plaza Committee: Ann Dolan, Peg Jonas, Micki Uppena, Josh McLimans, Cindy Busch reappointed*
- c. *Budget Committee: Dan Von Feldt, Dan Glass, Josh McLimans, Jan Schmidt*

Motion made by Von Feldt and seconded by Millie Uppena to approve the budget. Motion carried.

VII. Trustee Comments

Cindy Busch was wondering if the city could trim the library when they mow. This will be brought up with the city.

VIII. Adjourn

Motion to adjourn the meeting made by Busch and seconded by Millie Uppena.
Meeting adjourned at 5:25 p.m.

Respectfully submitted by Michelle Uppena, Board Secretary

Next meeting: August 8, 2018 at 5:00 p.m.

Schreiner Memorial Library
Board of Trustees
Wednesday, August 8, 2018; 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 5:01 p.m.

Present: Jennifer Bernetzke, Tara Fortney, Daniel Glass, Jan Schmidt, Micki Uppena, Cindy Busch, and Millie Uppena. Excused Josh McLimans and Dan VonFeldt.

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

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

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

- The people counter went down in June. The June and July reports will have estimated counts.
- Summer library program has ended.
- Visitors from Heiden were here.

Motion by to approve the fine fund expenditures by Busch. Seconded by Millie Uppena. Motion carried.

V. **Public Presentation and Communications:**

The Civilian Personnel Advisory Center Fort McCoy sent a certificate of appreciation to the library for the training held at the library on July 17th, 2018.

VI. **Unfinished Business:**

- A. Status of Budget Request
 - a. Dan VonFeldt and/or Bernetzke will update at a future date. No update at this time.

VII. **New Business**

- A. Job Description update: Director
 - Motion to approve updating the director's job description by Millie Uppena and seconded by Jan Schmidt. Motion carried.
- B. Hand out Director evaluation-information

- a. Director evaluations should be turned in to the board president in advance of the September meeting.

X. Trustee Comments

- Cindy Busch commented that the last Summer Nights on the Plaza will be held on August 14th. She will recommend that the hours are switched back next year.
- Dan Glass is stepping down from the Foundation Committee. Committee reorganization will be done next month.
- Micki Uppena turned in a letter stating it is her last meeting as the school district representative.
- Director Bernetzke brought her new baby for all to meet.
- A plant was presented to Micki for her last meeting.

VIII. Adjourn

Motion to adjourn the meeting made by Cindy and seconded by Jan.
Meeting adjourned at 5:25 p.m.

Respectfully submitted by Michelle Uppena, Board Secretary

Next meeting: September 12, 2018 at 5:00 p.m.

Schreiner Memorial Library
Board of Trustees Minutes from the meeting on
Wednesday, September 11, 2018; 5:00 p.m.

- I. Call to order, 5:01. All members are present (school representative position is vacant), Director Bernetzke also in attendance.
- II. Secretary's report: Minutes of the August 8 meeting- Schmidt moves to approve the minutes, McLimans seconds. All in favor, motion passes.
- III. Treasurer's Report: Nothing unusual in the bills, except that we have a credit in our WE Energies line due to a rebate that we were given last month. Cash expenditures out of the fine fund included small supplies and postage for Lancaster and Potosi. VonFeldt moves to approve fine fund expenditures; Uppena seconds. All in favor, motion passes.
- IV. Library Director's Report:
 - a. Circulation was slightly up from last year, but visitor counts were similar. Community readers in Lancaster were popular and included our K9 Arrow.
 - b. Bernetzke is just getting back to work but things ran well in her absence; Tara Fortney took up a lot of the slack and attended meetings for Bernetzke.
 - c. Midwest Builders came to look at and repair a roof leak.
 - d. Potosi Branch sustained significant damage due to ongoing roof leaks but none of the collection seems to have been affected yet; a new roof is scheduled to be installed in September.
 - e. School buses will be picking up and dropping off students at the library this year.
- V. Old Business
 - a. Trustee Essential Review, chapter 10: Bernetzke discussed the chapter regarding policy making. Our policies are all reviewed every 2-3 years, and they all comply with the standards suggested by the state. No action; discussion only.
 - b. Review Job description for Director position as approved in August. No action, informational only.
 - c. Appointment changes: President Glass appointed the incoming school representative as the new secretary beginning next month. He also appointed that position to serve a one year term on the Lancaster Public Library Foundation board. He appointed himself to a term on the Performance Plaza committee.
- VI. Public Presentations- two thank you cards were circulated that showed appreciation for Kerin Colson's genealogy research and assistance.
- VII. New Business
 - a. Adjourn to closed session- this item was tabled as not all members were finished with their reviews. Will be done in October instead.
- VIII. Trustee Comments
 - a. Busch wanted to discuss how we can keep the Performance Plaza in better repair (keeping weeds down).
 - b. Busch commented on the Summer Nights at the Plaza events and stated that the special concerts would return to their previous time slot, 6-8PM, due to darkness being a problem this year.
- IX. Adjourn: McLimans moves to adjourn, Busch seconds. All in favor, adjourn at 5:25PM.

Respectfully submitted by Jennifer Bernetzke

Schreiner Memorial Library
Board of Trustees Minutes
Wednesday, October 10, 2018; 5:00 p.m.

1. Call to Order - 5:00PM by Dan called to order
2. Secretary's Report - Minutes of the September 12 meeting- motion to approve by Dan VonFeldt, seconds by Millie Uppena. All in favor, motion carries.
3. Treasurer's Report -Monthly list of bills - action Jen got a scholarship for mileage and hotel stay for WLA conference. Tara will be attending as well because she is presenting on picture book project. Jan Schmidt moves to approve the treasurer's report, Josh McLimans 2nd. All in favor, motion carries.
4. Library Director's Report
 - a. -Circulation in down even though number of patrons is up. We lost 2 homeschool families- They moved to Platteville.
 - b. -Potosi circ. is up even though the number of patrons is holding steady. We did some major weeding. Potosi has gotten roof fixed.
 - c. -Lancaster book sale made \$120. Lots of leftovers from soup lunch; made +\$600.
 - d. Staff inservice at end of Oct. Defibrillator training for staff.
 - e. Fine fund- We are members of the WI historical society, reimbursed Kristin for supplies. Cindy Busch moves, Dan VonFeldt 2nd for approval of fine fund expenditures; motion carries.
5. Public Presentation and Communications-none
6. Old Business
 - a. Trustee Essentials Review- Chapter 11- discussed planning for the library's future
 - b. Check contact information for board members- all was correct
7. New Business
 - a. 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.

Move to adjourn to closed session by McLimans, second by Busch. Roll call vote to move to closed session; all ayes.

 - b. Reconvene to open session to take action as necessary- Motion by McLimans, second by Uppena to reconvene, all ayes. Action tabled pending November closed session.
 - c. **2019 Library Goals:** Jen goes to all city meetings, 2 county board meeting, Potosi village board 2+ times per year. When asked why she attends all of these meetings, Jen said she is trying to make sure the library is viewed as a part of the city and included in planning for all areas of budget. Attendance helps her to relate to the city and gives her a more complete perspective. McLimans makes a motion to approve the 2019 goals with the change of required Council meetings from 10 to 4. Uppena 2^{nds}, all ayes.

- d. October 30 inservice – VonFeldt moves to approve closing the library from 9-3 on October 30 for staff inservice; McLimans seconds. All ayes, motion carries.
 - e. Request for alcohol in the library- McLimans moves, Busch seconds to approve the written request for alcohol in the library during a private party. All in favor, motion carries.
8. Trustee Comments- Soup luncheon ladies would like to donate to the kitchen and upgrade lighting. Dan VonFeldt would like lights that have a sensor light system for the performance plaza area. More chairs for the soup luncheon are needed.
9. Adjourn-Uppena makes a motion to adjourn, Cindy 2nd. Adjourn at 5:50.

Next meeting: November 14, 2018 at 5:00 PM

Notice to Library Board members; Grant County Herald Independent; WGLR; City Clerk

Schreiner Memorial Library Board of Trustees
Wednesday, November 14, 2018; 5:00 p.m.
Community Room 1, Schreiner Memorial Library 113 West Elm Street, Lancaster, WI
MINUTES

- I. Call to Order - Glass called to order @5:03. Present-Carrie Post, Millie Uppena, Cindy Busch, Josh McLimans, Dan Von Feldt, Daniel Glass, Jan Schmidt
- II. Secretary's Report – Minutes of the October 10 meeting - motion to accept by Uppena, Busch seconds, all ayes.
- III. Treasurer's Report –Monthly list of bills –Tara got mileage for trip to WLA, but Jen had a scholarship. Von Feldt made motion to approve bills. Second by Schmidt; all ayes, motion carried.
- IV. Library Director's Report – Approval of fine fund expenditures
 - a. Circulation is still down in Lan. and Potosi, visitor count is up. Circulation is down all over the state but it will bounce back over time.
 - b. Sometimes kids need a “fresh start” from 2nd grade.
 - c. Easy Readers will have Fountas and Pinnell labels while Potosi has AR labels for kids to correlate with their schools.
 - d. LED lights- Marty Busch is concerned about lights on the Plaza. Cindy was going to tell Marty the lights are for safety; we changed them to a twilight sensor.
 - e. Festival of Lights- will be done by library foundation. We were closed on Sunday for Veterans Day. This caused some confusion because we closed on the holiday, not the following Monday.
 - f. Jen will be at the library conference at SW Tech on Nov. 16th.
 - g. Our Janitor John Burton had surgery and is recovering. We have a sub until further notice.
 - h. Motion to approve fine fund expenditures by McLimans, second by Uppena. All ayes, motion carries.
- V. Public Presentation and Communications- several thank you notes.
- VI. Old Business
 - a. Trustee Essentials Review- Chapter 13- information (skipping chapter 12) Discussion about library advocacy and how the board can support the library.
 - b. Budget Update- We are right on target. We won't go over, maybe a hair under.
 - c. Permission for secondary employment- Jen requesting permission to potentially teach a class at UW-Madison. This will be an asynchronous online course falling entirely outside of library hours. Motion to approve Jen's request by Schmidt, second by Post. All ayes, permission granted.
- VII. New Business
 - a. 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. The committee to reconvene.
McLimans makes a motion to move to closed session, Busch seconds. Roll call vote of approval, all ayes.

- b. Reconvene to open session to take action as necessary. Busch moved to return to open session, Josh 2nd the motion. Motion carried votes all ayes.
 - 1. Adjust the line items in our budget to make room for staff salary changes; Motion by Busch, second by Von Feldt. All ayes, motion carried.
 - 2. Approve the salary schedule for 2019 including 5% raises for full time staff; motion by McLimans, second by Uppena. All ayes, motion carried.
 - c. Adjusting hours for Festival of Trees –Schmidt moves to adjust hours on Friday and Monday for Festival of Trees; second by McLimans. All ayes, motion carried.
 - d. Request for alcohol in the library- Lancaster Public Library Foundation requests approval for alcohol on Monday, Dec. 3 for Festival of Taste. Von Feldt moves to approve, Uppena seconds. McLimans abstains (it was his request), all others vote aye. Approved.
 - e. Notice of 2019 meeting schedule- will be emailed out. October will be third Wednesday instead of second.
- VIII. Trustee Comments-
- a. Nonprofits to do concessions during Performance Plaza events.
 - b. Chad Lewis had a great program in Platteville; we should look into getting him here.

IX. Adjourn- Motion to adjourn by McLimans, second by Busch. Adjourned at 5:50pm.

Next meeting: January 9, 2019 at 5:00 PM Notice to Library Board members; Grant County Herald Independent; WGLR; City Clerk