

APPROVED MINUTES

Fitchburg Public Library

Wednesday, January 21, 2015, 5:30 pm

Present: Nancy Kieraldo Pauli Nikolay BT Thomas Dan Carpenter
Karen Julesberg Eric Vincent Swami Swaminathan

Also present: Wendy Rawson Kate Liu

Absent:

1. **Call to Order** at 5:30 pm, by Swaminathan.
2. **Public Appearances** – Non-Agenda Items
3. **Approval of Minutes**
 - a. November 19, 2014 – Julesberg moved approval of the minutes, this was seconded by Carpenter. No corrections were noted. Passed by voice vote.
 - b. December 17, 2014 – Julesberg moved approval, with Kieraldo second. No corrections were noted. Passed by voice vote.

4. **Treasurer Report**

Rawson noted that the December register and the year-to-date register were both included in the packet. The YTD report is for the full year but is pre-audit, not the final version for 2014. Salary numbers will be adjusted due to the pay period that stretches over the 14-15 year end. Swaminathan asked about the fund balance amount, Thomas noted it was \$135,000 in the last minutes, Rawson noted that it may be closer to \$120,000. The new rate for pay is in effect.

Thomas asked about overall total fund balance; Rawson will look this up. The \$50,000 settle-up payment with Dane County is soon to be calculated, and will be paid out of fund balance. Payment may be less or more, but \$50,000 is the maximum amount we will have to pay in 2015.

Some 2014 bills are still trickling in. The 340 account will still be overdrawn, but donations from the Friends cover the overage. The 387 collection account will also look to be overspent, but is covered by grant income.

Thomas moved, Nikolay second, to accept treasurer's report. Passed by voice vote.

5. **Old Business**

a. Bylaw changes. Julesberg moved with Thomas second to approve the changes to the bylaws, this passed voice vote. Swaminathan and Julesberg signed. The board requested that a copy of the board calendar be appended to the minutes in the future.

6. **New Business**

a. PO for ILS services: This is a higher price than last year due to consolidation of bills by South Central. The cost is based on many factors including circulation and number of patron computers. It is looked at every year by a committee to be sure it is fair and accurate for all libraries in the system. We rely on these services – they are expensive but worth it. Julesberg moved and Thomas seconded to approve the purchase order for \$79,130.57, this passed by voice vote.

b. Vote on System Effectiveness for 2014 Annual State Report: Due to the fact that we are not having a February board meeting, we need to take care of 2 items related to the state

report. SCLS said that this does happen to many boards; that the timing of board meetings and the time the report is due do not mesh and the boards vote to authorize their president to sign on their behalf, and complete portions of the report out of order as we are doing in voting on the system effectiveness statement. Julesberg moved to accept the statement of system effectiveness. Rawson was asked if she felt that the system was effective and she confirmed that it was. Thomas seconded the motion. Passed by voice vote.

c. Julesberg moved and Nikolay seconded to authorize Swaminathan to sign the report so it can be turned in on time. This passed by voice vote. Rawson will contact Swaminathan when it is ready to be signed, then we will cover the whole report at the March board meeting.

7. **President Report**

No report.

8. **Library Director Report** - Rawson

Rawson noted that she was asked to be the representative for our cluster of libraries on the SCLS Administrative Council. There are 8 libraries in our cluster which covers half of Dane County. She was then elected to be the vice-chair of the council. This has been a good experience thus far, and a good way to keep involved.

The transit study is in full swing. A consultant from Minneapolis has been hired; several options are being explored. They will be presenting at the February COW meeting. Rawson has been in on the meetings; she brought up concerns about no weekend service, which is a downside for both staff and patrons. Hours proposed 6am to 10pm are good for patrons. Swaminathan was pleased with the process and our involvement. Rawson noted that the COW meeting will be televised, or you can attend it. Swaminathan referenced a 5-year master plan and was curious how this meshed with the current transit planning; Rawson noted that she would contact Ahna Bizjak, who is on that committee, to confirm this.

Custodial coverage was examined with the city. The plan is to share a custodian with the city so that we have access to services during the day, but still have most cleaning done while the library is closed. Our evening custodian has resigned so we will be looking to fill that position as well.

Books and Brews planning is going well. Breweries have signed on; will talk to restaurants soon to pair food. Oak Bank, Hometown Pharmacy, and Zimbrick Auto are all sponsoring. We will have a raffle and a silent auction. The event will be coming July 11, 2015. Julesberg suggested that we reach out to the community so that more than just the "usual suspects" are tapped for attendance. She also encouraged the board to invite friends and neighbors to come. Milkhouse Radio will be the band. Paper invites will go to mailing lists we have; also will go in the 3 local newspapers. Tickets are \$40; this is a fundraiser. Nikolay asked about "scholarship" tickets to those it would be nice to have at the event but who might not be able to afford it. Strategic planning team 4 is also discussing the possibility of working with partners on the event as well.

An update on the campus signage project: process is moving, though slowly. Needed to meet with Fitchburg Center to iron out some of the details. Rawson has been invited to the next round of meetings to move the process along. Project will go in stages; signs on roads is in a later phase; signs on buildings are happening sooner.

Thomas asked about signs on bike paths as well as car signage; Rawson thought it was not part of the signage package at the moment, but could be considered. Rawson will ask Zimmerman at the city about this. Carpenter also mentioned an annual ag-bike tour; perhaps we could collaborate with police and/or parks to coordinate our own "bike to the library" day. Julesberg mentioned a potential connection with Leopold, and will send Rawson name of her Leopold

contact. Thomas noted that due to our good stewardship, perhaps we could pay for some of these small things such as signs. We could add maps of how to bike to the library to the Fitchburg Little Free Libraries, and loop in Leopold Elementary and Cherokee Middle schools. Vincent suggested putting how to get here by bike on the website, and on a bookmark. Though we need approval from council to put up signs on the bike paths, if we are willing to fund it, should not be hard to get approval. Could we couple with the annual bike rodeo, a "ride to read" ? Kieraldo suggested being ready to address riding to the library when we go to schools to promote summer reading in May.

9. **Committee Reports**

a. Strategic Planning: Julesberg made a request to the board that at future meetings, members take a moment to share one recent success from their action team at future board meetings; not a full report of everything that is happening, but a small highlight, no more than a minute or two. This was agreed to by the board members.

Julesberg passed around the strategic planning calendar. Since not all board members were able to be present at the December in-service, she has asked Rawson to go over the calendar with the board. The calendar was created to highlight both planning and tracking. It has been very useful to have a one-page summary of the whole strategic plan. We are also using it as the project plan the city asks for every year. Rawson explained how the calendar was organized, then gave some more details about each of the items on the calendar.

Swaminathan mentioned that team 2 was dormant for a while due to staffing issues, but is now actively pursuing the FACTv collaboration and sketching out a year's worth of program spots. They have also nearly completed the emergency procedure manual. Statistics are being pulled from SCLS and will be reviewed by team 2 at their next meeting.

Thanks and appreciation were given for all of the hard work of all the teams.

b. Nikolay reported that the Personnel Committee has been working on the process of the committee to make it easier for the next committee members to follow. Also have been working on the evaluation document itself; they combined the city evaluation document with Rawson's position description to be sure to be comprehensive. Added a 1-5 scale for evaluation and numbered the items for ease of discussion. A section was added at the end for additional comments by the board. All the documents will be emailed to the board in February and will need to be returned to Nikolay by March 25th. Nikolay will collate the board's input into one cohesive document. Swaminathan thanked Nikolay and the personnel committee for their work on this process. Discussion of the process of evaluation ensued.

c. The facilities planning committee needs to meet very soon in order to get some items done before the end of the board year. Rawson will send out some possible dates for meetings.

10. **Announcements**

a. Next Board Meeting: Wednesday, March 18, 2015, at 5:30 p.m. February meeting is cancelled due to lack of quorum.

11. **Adjournment at 7:09 pm.**