

APPROVED MINUTES

Fitchburg Public Library

Wednesday, April 15, 2015, 5:30 pm

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

Also present: Wendy Rawson Kate Liu Ben Mueller

Absent: Karen Julesberg

1. **Call to Order – 5:30 pm** by Swaminathan

2. **Public Appearances – Non-Agenda Items**

Nancy Kieraldo introduced Ben Mueller, the new librarian at Leopold Elementary, who will likely be taking Kieraldo's seat on the library board when she retires at the end of the month. Introductions went around. Swaminathan commented that he hoped that this would lead to further collaborations and connections with Leopold. This is a mayoral appointment and will need to have council approval.

3. **Approval of Minutes**

a. March 18, 2015

Nikolay moved and Kieraldo seconded to approve the minutes as written. This passed by voice vote.

4. **Treasurer Report**

a. Overview and b. Register

Rawson covered the 2015 overview and register. It was noted that a lot of the items were reimbursed by funding from the Friends, for 1000 Books and Bookstart. Thomas questioned the elevator testing; wanted to be sure that Kone would not have some accountability concerning this expense. Next year we will be able to budget for this. Richmond cannot do certain kinds of testing. Air filters are a fairly new expense; we had several years' worth that came with the system and this is the first time we have had to order these. This will be an annual expense going forward. Thomas asked about the library collection, to see if we are on target for spending. Rawson noted that the numbers tend to go up after the report is done each month as bills continue to be paid. We came out very close to even in 2014, and Rawson is confident we will do the same this year. Thomas moved and Carpenter seconded to approve the March 2015 treasurer's report, this passed by voice vote.

c. 2014 Final post-audit report

Rawson covered the final post audit 2014 treasurer's report. We were underspent in some accounts such as personnel, and overspent in other places that were reimbursed by grants. We are putting \$115,956 into fund balance.

For next year, we will start a new section of the report for restricted funds: fund balance, MCF endowment, and the capital campaign.

We are waiting to see what the settle-up payment with DCLS will be; we hoped it would be February but that has been delayed. As soon as Rawson knows this, she will email it out to board members. If the payment is more than \$50,000 we will have more time to pay it; if Dane county owes us money, they will also have more than one year to pay it to us if it is over \$50,000.

Swaminathan asked if the audit turned up any things that finance would like us to change; Rawson responded that there were a few minor things that we will change presentation of to more closely align with city, but there were no real problems.

Thomas moved and Nikolay seconded to approve the final report of 2014, this passed by voice vote.

d. Approval for SCLS to collect our cross county payments
Counties pay for their citizen's use of libraries in adjacent counties. This is a three year process: we get numbers for use in one year, request payment in the next year, and receive payment the year after that. The sheet in the packet approving SCLS doing this for us should be corrected to read 2016. The board approved this by voice vote and the president signed the paper.

5. **Old Business**
none.

6. **New Business**

a. Circulation Policy Update

There were some small changes needed to the policy which Rawson covered. It was confirmed that your account is suspended when your fines are more than \$20, not at \$20. There are some companies that will do materials collection for you; we have not felt that we needed to use this yet. Under loan periods, we needed to change lucky day items to books and DVDs as we have both; we have added Roku as well. Video games were added to the policy. On the last page, it was also noted that the website links are out of date and will need to be updated.

Thomas asked what the process was for updating policies; Rawson explained that we have been working on this as a workflow with the managers. This process will be calendared with the staff. Rawson will bring a list of policies to the next meeting and we can discuss a possible schedule and decide if it needs to be part of the board calendar.

Vincent moved and Thomas seconded to approve the changes to the circulation policy, this passed by voice vote.

7. **President Report**

Swaminathan thanked all of the board members for their participation and dedication to the board. Praise was given for the respectful dialog which was always present, as well as Rawson's stewardship, and Liu's minutes and other documentation. He noted that there are still challenges ahead. He was disappointed that the city did not fund the outreach position last year; also noted that the library has weathered several financial issues. Carpenter thanked Swaminathan for his service as president as well as time on the council.

8. **Library Director Report** - Rawson

Rawson noted that it is National Library Week and we have a banner up for this outside. Library staff fill bags for patrons to check out; all of these went out during first couple days and we are ready for a second round. 1000 Books Before Kindergarten will start Monday the 20th, a sign company is coming to do the sign for this on the wall in the back of the children's area. We have supplies for 500 kids to start the program. A press release was sent to the Fitchburg Star very recently. Rawson expressed thanks for the Friends' sponsorship of this program.

Trivia Night is coming up at the central library, we are sending staff. Cost is \$250 per table as a fundraiser for Beyond the Page.

Thomas took this time to thank Kieraldo for her service, Rawson echoed this. Kieraldo thanked the board for the opportunity to serve with them and the opportunity to learn. Nikolay thanked her for helping us to connect more with the schools and for her work on the strategic plan.

9. **Committee Reports**

a. Strategic Planning, b. Facilities

Nikolay noted that there would be no report in the interest of time, Rawson echoed this for facilities.

c. Nominating

Vincent reported that all current officers would like to take smaller roles next year. This has led to some complications as mayoral / council appointments have not been made yet, and with the change in mayor things are somewhat unsettled. Rawson noted that appointments should take place within the next 2 weeks; the nominating committee will be able to create a slate before the May library board meeting. Swaminathan spoke to mayor about this, emphasizing the need for timeliness. Thomas should send a note to the mayor to indicate that he would like re-appointment. Rawson will let nominating committee know as soon as she hears from the city about the appointments.

d. Personnel: the meeting went into closed session at this time - 6:35pm, with Carpenter moving and Thomas second. This passed by voice vote. The board then spent closed session discussing the library director's evaluation.

e. Return to open session at 7:36 pm.

10. **Announcements**

a. Next Board Meeting: Wednesday, May 20, 2015, at 5:30 p.m.

11. **Adjournment at 7:38 pm.**