MARSHFIELD PUBLIC LIBRARY BOARD MEETING

211 E. Second Avenue, Marshfield, WI 54449 February 14, 2012 7:00 a.m.

The meeting was called to order at 7:00 a.m. by President Swenson. Attendance was taken.

<u>Present:</u> Joanne Ampe, Steve Coy, Gary Cummings, Mary Hartl, Kris Keogh, Nate Norberg, Don

Schnitzler, Jean Swenson, Ruth Voss and Library Director, Lori Belongia.

Absent: Pat Saucerman

Also present: Kathy Baker, Holly Wolfgram

Citizen's comments, correspondence and announcements: Thank you card from MACCI for taking part in Leadership Marshfield. Appreciation email from Gail and Nicole DeNardis regarding the Adult Winter Reading program. Letter from Mead-Witter Foundation announcing the award of a \$10,000 grant to the Marshfield Public Library Foundation. Letter from Jean Swenson to the Common Council regarding a new Library/Community Center Facility. Copy of email from Nate Norberg to the Mayor regarding the Common Council meeting of January 24, 2012.

Changes or additions to the agenda: None.

LB12-12	Minutes of the Regular Library Board meeting: Motion by Cummings, second by Voss,
	to approve the minutes of the Regular Library Board meeting of January 10, 2012. Don
	Schnitzler's name was removed since he had not been in attendance on January 10. Sue
	Felhofer's name was added as Secretary pro-tempe. All ayes. Motion carried.

- LB12-13 <u>Director's Report</u>: Motion by Keogh, second by Norberg, to approve the January 2012 Director's Report. All ayes. Motion carried.
- LB12-14 <u>5th December 2011 Vendor Lists for approval</u>: Motion by Ampe, second by Coy to approve Vendor List. All ayes. Motion carried.
- LB12-15 <u>December 2011 Final Financial Control Report</u>: Motion by Schnitzler, second by Voss, to approve the Final December 2011 Financial Control Report. All ayes. Motion carried.
- LB12-16 2nd January and 1st February 2012 Vendor Lists for approval: Motion by Ampe, second by Coy to approve Vendor List. Coy questioned the \$3195.00 payment to SCLS. This is our share of the \$1million statewide collaborative purchase of ebooks. Our usage of them is counted, however they are not yet able to be counted as part of our collection. All ayes. Motion carried.
- LB12-17 <u>January 2012 Financial Control Report</u>: Motion by Norberg, second by Cummings, to approve the January 2012 Financial Control Report. All ayes. Motion carried.

Business:

LB12-18 Review and approval of the Carry Forward Funds recommendation. Recommendation that \$17,327 in 2011 funds be carried forward into 2012 (\$8027 for Library materials,

\$4000 for processing supplies, and \$5300 for a new Eco Disc Repair machine). Motion by Schnitzler, second by Hartl. All ayes. Motion carried.

- LB12-19 Review and approval of Marshfield Public Library's 2011 State Annual Report. Changes were made to update Board Member email addresses. Motion by Schnitzler, second by Voss. All ayes. Motion carried.
- LB12-20 Recommend filling the part-time Library Specialist III position in Adult Services. Motion by Keogh, second by Ampe. All ayes. Motion carried.
- LB12-21 Policy #3.530, Paid Holidays, draft revision: Members were given staff feedback regarding the proposed change in holidays. Discussion was held regarding having the library open to best serve the public. Motion by Norberg, second by Voss, to table final approval until next meeting. All ayes, Motion carried.
- LB12-19 <u>Policy #5.265, Social Media Policy</u>: Recommendation to approve. Motion by Norberg, second by Schnitzler. All ayes. Motion carried

Updates:

<u>Library & Community Center Project</u>: The Space Needs Assessment was distributed. Distribution was delayed due to inconsistencies regarding the square footage recommended. A presentation was made to the Common Council on January 24, 2012.

<u>Comments Collection Area for the Library & Community Center Project</u>: Discussion involved the timeline for the project and fundraising, the lack of concrete plans to provide the public, and how to obtain vocal public support for the project. The project's Steering Committee will actively solicit comments of all types. A table has been secured for the Marshfield Cultural Fair on February 25, 2012.

<u>Carpeting in BFR</u>: Lori is working with Marshfield Flooring to replace the carpet tiles laid last year with rolled carpeting.

<u>Snack Vending in the Library</u>: A snack machine and a drink machine will be added to the main floor for public use.

LB12-20 Minutes of other organizations: Motion by Norberg, second by Keogh to accept and place on file the minutes of the: November 2, 2011 Marshfield Public Library Foundation; December 13, 2011 Friends of the Marshfield Public Library; January 26, 2012 SCLS Board of Trustees; January 9, 2012 Library and Community Center Steering Committee; January 19, 2012 Library and Community Center Communication & Marketing Subcommittee; January 20, 2012 Library and Community Center Funding/Capital Campaign Subcommittee. All ayes. Motion carried.

Adjournment: Coy adjourned the meeting at 9:00 a.m.

Respectfully submitted,

Smald D. Shritzler_

Don Schnitzler Secretary