

# LA CROSSE COUNTY LIBRARY BOARD MEETING MINUTES

January 7, 2009

Hazel Brown Leicht Memorial Library Meeting Room

201 Neshonoc Road

West Salem WI 54669

4:48 PM

**MEMBERS PRESENT:** Loren Caulum, Glenn Seager, Fred Marini, Mary Bach Filla, George Varnum

**MEMBERS NOT PRESENT:** Andrea Richmond, Barbara Manthei

**OTHERS PRESENT:** Christine McArdle Rojo, Library Director; Judy Jamesson, Library Secretary; John Parshall, Director of Information Technology Department; Mike McGuire, Manager of Centralized Document and Graphics Services.

## **CALL TO ORDER:**

President Loren Caulum called the meeting to order at 4:48 pm.

## **ROLL CALL:**

Board members Loren Caulum, Mary Bach Filla, Fred Marini, George Varnum, and Glenn Seager were present. Barbara Manthei and Andrea Richmond were excused.

## **APPROVAL OF THE MEETING AGENDA:**

Motion by Glenn Seager/Mary Bach Filla to approve the agenda as presented. **MOTION** carried unanimously with two excused, Andrea Richmond and Barbara Manthei.

## **PUBLIC INPUT:**

No public input at this time.

## **BALANCED DEPLOYMENT/COUNTY IT:**

John Parshall, Director of Information Technology and Mike McGuire, Manager of Centralized Document and Graphics Services, presented the board with details of the costs and uses of printing, copying, and faxing documents. Despite the wide-spread belief that with the advent of the computer the modern office would rapidly become paperless, business and government today produce more paper than ever. In an effort to "Go Green" and control the quantity and cost of paper documents the County has tried to assess the needs of the departments and furnish the most efficient technology possible. The cost of producing paper documents goes beyond the paper, toner (ink) and electricity. Cost of the printer/copier/fax machines plus the software, networking, wiring, maintenance, management, and problem resolution (help desk) all contribute to the cost of every page of printing. In trying to reduce paper IT has implemented electronic imaging, sharing of computer files, scanning and e-faxing. Replacing inkjet printers with multi-function laser printer/copiers and sending large volume print jobs to the Printing Department reduce the cost of printing and each department's bill is based on actual use. Although library printing costs were very high in the first months, as IT refined the billing system and staff became more conscious of printing costs, the charges have dropped to a more manageable level.

## **ELECTION OF LIBRARY BOARD OFFICERS:**

President Loren Caulum called for nominations from the floor. Motion by Glenn Seager/Mary Bach Filla to nominate the present slate of officers for another term. **MOTION** carried unanimously with two excused, Andrea Richmond and Barbara Manthei.

The officers for the year 2009 are President: Loren Caulum; Vice President: Andrea Richmond; Secretary/Treasurer: Fred Marini.

## **APPROVAL OF THE MINUTES:**

Motion by Fred Marini/George Varnum to approve the December 3, 2008 minutes as written. **MOTION** carried unanimously with two excused, Andrea Richmond and Barbara Manthei.

## **APPROVAL OF 2008 13<sup>th</sup> MONTH EXPENDITURES:**

Motion by Glenn Seager/Loren Caulum to approve the December, 2008 invoices being paid in January 2009. **MOTION** carried unanimously with two excused, Andrea Richmond and Barbara Manthei.

## **APPROVAL OF JANUARY 2009 EXPENDITURES:**

There are none.

**ACCOUNT ADJUSTMENTS:**

Chris would like to increase Revenue account 53025 Grants and Designated Contributions and Expense account 84050 Grant/Contribution Expense by \$399.25. Each year Finance allows the library to use donations up to the budgeted total amount of \$1,000 without adjusting the account; in 2008 an additional \$399.25 was donated. Donations were made in 2008 and items were purchased in 2008.

Motion by Mary Bach Filla/ Fred Marini to approve the account adjustment. **MOTION** carried unanimously with two excused, Andrea Richmond and Barbara Manthei.

**MINDORO & FARMINGTON UPDATE:**

At the latest Farmington Town Board meeting the board accepted the gift of a parcel of land on which to build a new library.

**FACILITY AND COMMUNITY UPDATES:**

The *West Salem* library re-opened on January 2, 2009. All water damage has been repaired and new carpeting has been installed. The Village of West Salem has approved the cost of moving the Youth Services desk to a more central location.

The addition to and renovation of the *Onalaska* library has come in under budget. Chris and the Onalaska Library staff have a list of items that were not approved in the budget and another list of things they have noticed during construction. Their hope is that some of those items may be reconsidered by the City for purchase; however, there are some outdoor considerations such as gutters and roof repair that may use up that money. The construction schedule still calls for the library to re-open February 11<sup>th</sup>.

The City of Onalaska has discussed charging civic groups for the use of the meeting room at the library with a refundable \$50 deposit required from all groups. The meeting room should be available for public use by April 1, 2009. By comparison, the Village of West Salem does not charge for the use of the library meeting room but asks for a refundable deposit of \$25. The meeting rooms are controlled by the municipalities so the library can only offer suggestions and requests.

Despite the closings and the inconvenience of the construction Onalaska's circulation for 2008 exceeded the 2007 figures.

The La Crosse County Library collected 135 food items during its "Food for Fines" campaign. That means approximately \$135 in fines were waived, although some people brought in food items in excess of their fines.

**FUTURE AGENDA ITEMS:**

Code of Conduct Policy

Indirect Costs; Chris will invite Finance and Steve O'Malley to the February meeting

**CLOSED SESSION:**

6:25 pm: motion by Loren Caulum/Glenn Seager to go into closed session pursuant to Wisconsin State Statutes Section 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. **TO WIT:** Library Director's Evaluation. **MOTION** carried unanimously with two excused, Andrea Richmond and Barbara Manthei.

**OPEN SESSION:**

6:45 pm: motion by Fred Marini/Mary Bach Filla to reconvene. **MOTION** carried unanimously with two excused, Andrea Richmond and Barbara Manthei.

No action taken. Loren will discuss the evaluation with the Director after the meeting.

**ADJOURNMENT:** Meeting was adjourned at 6:46 pm.

**RECORDED BY:** Judy Jamesson. Minutes may be amended or changed at the next meeting.