

LA CROSSE COUNTY LIBRARY BOARD MEETING MINUTES

March 5, 2009
Onalaska Public Library Meeting Room
741 Oak Avenue South
Onalaska WI 54650

4:45 PM

MEMBERS PRESENT: Andrea Richmond, Fred Marini, George Varnum, Barbara Manthei
MEMBERS NOT PRESENT: Mary Bach Filla, Glenn Seager, Loren Caulum
OTHERS PRESENT: Christine McArdle Rojo, Library Director; Judy Jamesson, Library Secretary; Gary Ingvalson, County Finance Director.

CALL TO ORDER:

Vice-President Andrea Richmond called the meeting to order at 4:45 pm.

ROLL CALL:

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

APPROVAL OF THE MEETING AGENDA:

Motion by Barbara Manthei/Fred Marini to approve the agenda as presented. **MOTION** carried unanimously with three excused, Mary Bach Filla, Glenn Seager, and Loren Caulum.

PUBLIC INPUT:

No public input at this time.

INDIRECT COSTS:

Gary Ingvalson, Director of Finance for La Crosse County, came to the library board meeting to go over the methods used to assess and apply indirect costs.

35 years ago the Federal government established the right for county and municipal governments to charge the use of services from one department to another. If a service is paid for directly, such as a print job, it is not used to determine indirect costs.

The amount charged to a given department is based on the use the department makes of the various internal service departments. The service departments or areas for the library are: Printing, Finance, insurance, Unemployment & Retiree's Insurance, Administrator, Personnel, Information Technology, Treasurer, and Corporation Counsel.

An outside consultant calculates the actual amounts charged to each department. For example: in 2008 he used the information from the actual expense from 2007 to determine the costs for the 2009 budget. All indirect costs collected from the departments are used to offset the total amount of money needed to run the county for that year, thus reducing the tax burden for the citizen.

Gary will arrange for Chris to meet with the consultant when he comes to do the Indirect Costs for 2010 so she can observe the process and ask questions.

APPROVAL OF THE MINUTES:

Motion by Fred Marini/Barbara Manthei to approve the February 4, 2009 minutes as written. **MOTION** carried unanimously with three excused, Mary Bach Filla, Glenn Seager, and Loren Caulum.

APPROVAL OF MARCH 2009 EXPENDITURES:

The annual periodical subscription order was processed in February. The Village of West Salem and the Friends of the Onalaska Library donated money to spend on magazine subscriptions.

Motion by Barbara Manthei/George Varnum to approve the February, 2009 invoices being paid in March 2009. **MOTION** carried unanimously with three excused, Mary Bach Filla, Glenn Seager, and Loren Caulum.

CODE OF CONDUCT POLICY UPDATES:

Motion by George Varnum/Barbara Manthei to approve the final draft of the Code of Conduct Policy. **MOTION**

carried unanimously with three excused, Mary Bach Filla, Glenn Seager, and Loren Caulum.

2008 ANNUAL REPORT:

Chris passed out copies of the annual report with Loren's signature. It was submitted by the deadline even though the Internet forms were not put on the Web site until very late.

MEETING DATE & TIME:

The board members that were present did not want to change either the meeting date or time, but also did not want to make a decision when three of the members were gone. It was suggested that Loren's reports on WRLS meetings, Chris's comments on facility updates, and Fred's news about the Mindoro/Farmington library could be submitted to Chris and included in her pre-meeting packet to the board members, which would serve to shorten the meetings.

MINDORO/FARMINGTON UPDATE:

As soon as a survey is completed the Friends will be able to begin fundraising for the new library.

FACILITY AND COMMUNITY UPDATES:

The City of *Onalaska* has over \$200,000 left of the money designated for the addition and remodeling of the Onalaska Public Library. Chris submitted a list of items totaling \$68,000 that had been cut from her original requests. She thinks they may get \$40,000 to spend on them.

Holmen will be closed for two weeks from March 9th through March 23rd while new carpet is installed. Floor outlets that are junction boxes above floor level will be disconnected and relocated into the concrete before carpet is laid.

West Salem has almost totally recovered from the flooding last fall. They are still waiting for some new shelving to arrive.

FUTURE AGENDA ITEMS:

Library board meeting schedule

ADJOURNMENT: Meeting was adjourned at 5:40 pm.

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