

LA CROSSE COUNTY LIBRARY BOARD MEETING MINUTES

November 4, 2009
Hazel Brown Leicht Memorial Library
Meeting Room
201 Neshonoc Rd
West Salem, WI 54669

4:49 PM

MEMBERS PRESENT: Loren Caulum, Barbara Manthei, George Varnum, Mary Bach Filla, Fred Marini

MEMBERS NOT PRESENT: Andrea Richmond, excused; Glenn Seager, excused

OTHERS PRESENT: Christine McArdle Rojo, Library Director; Judy Jamesson, Library Secretary

CALL TO ORDER:

President Loren Caulum called the meeting to order at 4:49 pm.

ROLL CALL:

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

APPROVAL OF THE MEETING AGENDA:

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

PUBLIC INPUT:

No one other than board members was present; George Varnum donated a book "Eddie's Wake" to the library. Fred Marini thanked the board for their support when his mother died. Chris passed around a thank you note from the Patron of the Year from Campbell.

APPROVAL OF THE MINUTES:

Motion by Mary Bach Filla/Barbara Manthei to approve the October 7, 2009, minutes as written. **MOTION** carried unanimously; Andrea Richmond and Glenn Seager excused.

APPROVAL OF NOVEMBER 2009 EXPENDITURES:

Motion by Barbara Manthei/Fred Marini to approve the October, 2009, invoices being paid in November, 2009. **MOTION** carried unanimously; Andrea Richmond and Glenn Seager excused.

ACCOUNT ADJUSTMENT:

Elizabeth Holey left \$2,000 in her will for books for the West Salem Library. Festival Foods cashed in our receipts for \$125.30.

Motion by Barbara Manthei/George Varnum to increase Revenue Account #53025 Grants/Contributions and Expense Account #84050 Grants/Contributions by \$2,125.30. **MOTION** carried unanimously; Andrea Richmond and Glenn Seager excused.

2009 & 2010 CALENDARS AND HOLIDAY CLOSINGS:

The Campbell Library closes on certain Saturdays during the year in conjunction with County paid holidays. The branch manager uses vacation to cover her hours which may fall just before or just after the paid holiday. Chris wanted the board to be aware of this practice and to allow discussion. She also wanted the board to discuss holiday weekend schedules at all the library locations.

Motion by Barbara Manthei/George Varnum to accept the calendars as printed and to monitor facility use during holiday weekends throughout 2010 for consideration for future operational calendars. **MOTION** carried unanimously; Andrea Richmond and Glenn Seager excused.

PUBLIC PC REPLACEMENT UPDATE:

The Information Technology department is trying to determine which public PCs to replace first as it will take time to work through the entire collection for all five facilities, as well as replacing older PCs for library staff. IT is also updating all PCs to Microsoft 2007.

After the replacements and updates are finished IT will update the inventory and provide spare equipment for backup. All the PCs and components should be interchangeable after the upgrade project is complete.

MEMORIAL/DONATION/TRIBUTE PROMTION:

Chris passed around copies of the brochure now in use for patrons who wish to purchase items for the library in memory or in tribute to a particular person, or donate items to the library. Board members made suggestions for possible ways to format the brochure to make it easier to use; attach a tear-off envelope, provide a self-sticking label for mailing, etc. To further promote the concept, a copy of the new brochure will be added to the web site.

DISCUSSION OF EVALUATION MATERIALS:

The library board has always felt that the general county staff evaluation forms did not meet their needs for evaluating a department head. Personnel has not yet created forms for management employees. This year Personnel decided that as long as Steve O'Malley conducts an evaluation interview with Chris, with Loren present, and then signs off on the evaluation, the board does not need to fill in or submit any of the standard county forms. They may conduct their evaluation in any format they choose. Barb Manthei would like to have input from the library staff and would like to create a form for that purpose. The board members will bring suggestions to the next board meeting.

FACILITY & COMMUNITY UPDATES:

Chris's written report with facility updates was included in the packet mailed to board members prior to the meeting.

FUTURE AGENDA ITEMS:

No future items were suggested.

ADJOURNMENT:

Meeting was adjourned at 6:22 pm.

The above minutes may be approved, amended or corrected at the next meeting. Judy Jamesson, Recorder.