

These minutes are unapproved and will be reviewed by the Library Board on June 9, 2015.
Crandon Public Library Board of Trustees Meeting
Meeting Minutes

Place: Crandon Public Library
Lower Level

Date: May 12, 2015

Present: Jill Krueger, Bill Ison, Pete Davison, Stacy Karcz, Cara Shephard, Rebekah Drescher, Michelle Gobert.

Call to Order: Vice-President Pete Davison called the meeting to order at 7:00 p.m.

Approval of the Agenda: Motion by Bill Ison, seconded by Cara Shepherd, to approve the agenda as presented. All ayes. Motion carried.

Approval of the Minutes of the April 14, 2015 Library Board of Trustees meeting: Motion by Rebekah Drescher, seconded by Cara Shepherd to approve the minutes of the April 14, 2015 regular meeting. All ayes. Motion carried.

Citizen's comments: None.

Correspondence: A donation from the Patsy Shaw VFW Auxiliary was received in the amount of \$500. Michelle read the donation letter. In addition, a thank-you note from Arlet Steel was read aloud to the Library Board.

Committee Reports: Michelle reported that the Historical Collections committee met to discuss the 2015 Purchased Service contract with the Forest County Historical and Genealogical Society.

Acknowledgements: Michelle Gobert acknowledged Lauren Freston for her help in promoting our April Shakespeare event to young adults, teachers Karen Lehman and Kaylea Labrano, the school's evening janitorial staff, Jill Krueger of the Forest County Health Department, and Forest County Ties that Bind for their help with our Iron Chef event.

Director's Report: Michelle Gobert distributed the May 2015 Director's report. No additions or corrections were made.

Payment of Bills: Motion by Pete Davison, seconded by Cara Shepherd to approve the payment of bills. All ayes. Motion carried. Michelle will forward the bills to City hall for payment.

Review of current year budget: The current year budget was reviewed. No additions or corrections were made.

Review of Crandon Public Library Board Checking and Savings Account: The documents were reviewed. No additions or corrections were made.

Old Business:

- A. **Library Board Appointments.** Vice-Chairperson appointed a nominating committee for the officer elections at the September 2015 meeting: Cara Shepherd, Rebekah Drescher and Stacy Karcz.
- B. **Library Board by-laws.** Upon review it was decided to investigate the by-laws of other Wisconsin Public Libraries that have both municipal and county library board representatives. Michelle will research this and bring it to the next library board meeting.
- C. **2015 Crandon Public Library Foundation Project Proposals.** Michelle Gobert reported that the Crandon Public Library Foundation approved the proposals as presented at their April 21, 2015 meeting.

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New Business:

- A. **Library Maintenance Budget.** Bill Ison, finance committee member, informed the Library Board that the finance committee had tabled the Library's request for building maintenance funds as the committee would like more information on the cost of the proposed projects. Michelle will discuss with Cindy Bradley, City Clerk, the project costs and the procedures involved.
- B. **Crandon Public Library Capital Improvement Plan 2015 - 2018.** Michelle requested help putting together a Capital Improvement plan. Stacy Karcz volunteered to help Michelle.
- C. **2016 Crandon Public Library Audit.** Motion by Bill Ison, seconded by Pete Davison to table the 2016 Crandon Public Library Audit discussion.
- D. **Crandon Public Library - Forest County Historical Society 2015 Purchased Service Contract.** Motion by Cara Shepherd, seconded by Jill Krueger, to approve the 2015 Purchased Service Contract as presented. All ayes. Motion carried.
- E. **Crandon Public Library Volunteer Policy.** Michelle presented a proposed policy for the board to review for the June 2015 meeting.

There was no other business. The next meeting was scheduled for Tuesday, June 9, 2015 at 7:00 p.m. The meeting adjourned at 8:20 p.m.

These minutes recorded and submitted by Michelle Gobert, Director.