

These minutes are unapproved and will be reviewed by the Library Board on May 10, 2016  
Crandon Public Library Board of Trustees Meeting  
Meeting Minutes

Place: Crandon Public Library  
Lower Level

Date: April 12, 2016

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**Present:** Board members Kari Decorah, Kadie Montgomery, Pete Davison, Jill Krueger, Andy Space, and Cara Shepherd were present. Michelle Gobert, Library Director, was also present.

**Call to Order:** Pete Davison called the meeting to order at 7:14 p.m.

**Approval of the Agenda:** Motion by Jill Krueger, seconded by Cara Shepherd, to approve the agenda as printed. All ayes. Motion carried.

**Approval of the Minutes of the February 9, 2016 Library Board of Trustees meeting:** Motion by Andy Space, seconded by Cara Shepherd to approve the February 9, 2016 minutes as printed. All ayes. Motion carried.

**Citizen's comments:** None.

**Correspondence:** Michelle read a letter from Alex Walrath regarding the usage of the meeting room for his business Walrath Bullets LLC.

**Committee Reports:** Michelle gave a brief update on the activities of the Friends of the Library and the Crandon Public Library Foundation.

**Strategic Planning Report:** Members of the library board met earlier in the evening to discuss the strategic planning process.

**Director's Report:** Michelle distributed a Director's Report. No changes were made to the report.

**Payment of Bills:** Motion by Andy Space, 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 the Crandon Public Library 401 Fund:** Motion by Pete Davison, seconded by Jill Krueger, to approve the Budget statement dated 04/12/2016. All ayes. Motion carried.

**Review of the Crandon Public Library Board Checking and Savings Account:** Michelle stated that the savings account was closed per the Board's motion and that the Checking account report was now part of the Public Library 401 budget statement therefore this item will no longer be needed on future agendas.

Old Business:

**2015 Crandon Public Library Annual Report.** Michelle reported that she had received an email correspondence from Marla Sepnafski regarding the system effectiveness statement and that a letter to the Board would be forthcoming.

**2015 Crandon Public Library Checking and Savings Account Audit.** Michelle will contact Cindy Bradley to determine the date and time of the Finance committee meeting with the auditor.

**Crandon Public Library Fiscal Policy.** Michelle will contact Cindy Bradley to determine the date and time of the Finance committee meeting with the auditor.

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New Business:

**Crandon Public Library Meeting Room Policy:** Michelle distributed copies of the current meeting room policy. A brief discussion was held regarding the use of the room by for-profit organizations. The item was tabled to allow the Board members to review the policy and to gather more information.

**UW-Green Bay Coffrin Library Tour – May 2016:** Motion by Cara Shepherd, seconded by Kadie Montgomery, to approve the proposal presented by Michelle Gobert to travel to UW-Green Bay with the Crandon High School English class to tour the University Library with the stipulation that the funding of the trip is approved by the Crandon Public Library Foundation. All ayes. Motion carried.

**2016 Summer Reading Program Outreach Position:** Motion by Jill Krueger, seconded by Andy Space, to post the contract position for a Summer Reading Outreach Position as printed. The position will be funded with funds from the Forest County Ties That Bind Us and the Crandon Public Library Foundation. All ayes. Motion carried.

**2016 Wisconsin Association of Public Librarians Conferece:** Motion by Cara Shepherd, seconded by Kadie Montgomery, to approve Michelle Gobert's attendance at the May 12<sup>th</sup> and 13<sup>th</sup> conference. All ayes. Motion carried.

The next meeting was scheduled for Tuesday, May 10, 2016 at 7:00 p.m. The meeting adjourned at 8:35 p.m.

These minutes recorded and submitted by Michelle Gobert, Director.