

Crandon Public Library Board of Trustees Meeting
Meeting Minutes

Place: Crandon Public Library
Lower Level
Date: September 13, 2016

Present: Board members Pete Davison, Kari Decorah, Cara Shepherd, Jill Krueger, Bill Ison, Michelle Gobert, Director

Call to Order: Jill Krueger called the meeting to order at 6:54 p.m.

Approval of the Agenda: Motion by Bill Ison, seconded by Pete Davison, to approve the agenda as printed. All ayes. Motion carried.

Approval of the Minutes of the August 9, 2016 Library Board of Trustees meeting: Motion by Bill Ison, seconded by Pete Davison to approve the August 9, 2016 minutes as printed. All ayes. Motion carried.

Citizen's comments: None.

Correspondence: Michelle read correspondence from the Pickleball group and Deb Freimuth thanking the library for their services over the past month.

Committee Reports: The Friends of the Crandon Public Library held a successful sale during Kentuck day and planned a sale for Art in the Park weekend.

Director's Report: The Director's report was distributed. No additions and/or corrections were made to the report.

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

Review of the Crandon Public Library Financial Statements: Motion by Jill Krueger, seconded by Kari Decorah, to approve the financial statements as presented. All ayes. Motion carried.

Old Business:

A. 2015 Crandon Public Library Checking and Savings Account Audit. The Board requested that this item be removed from future agendas and to note that at this time the Board is unsure why a 2015 audit was not completed by the auditors.

B. 2015 nonresident circulation and reimbursement requests: Pete Davison reported that the Forest County Library Board discussed the 2015 nonresident circulation and reimbursement request at their August meeting. The Forest County Library Board's 2017 budget request reflects no increase over the required 70% reimbursement rate.

New Business:

- A. **Crandon Public Library Personnel Policy.** Michelle will schedule a Personnel committee meeting to discuss the 2016 Director evaluation process and possible revisions of the Personnel policy.
- B. **Every Child Ready to Read Grant – Story Hour LTE.** Motion by Cara Shepherd, seconded Pete Davison, to approve the LTE position under the Every Child Ready to Read Grant. All ayes. Motion carried.

- C. **Forest County Library Board Plan of Service** – Michelle provided a copy of the draft Plan of Service to the Board members. The Board will be updated on the date/time of the County Board hearing related to the Plan of Service.
- D. **Wisconsin Library Association Conference.** Motion by Cara Shepherd, seconded by Kari Decorah, to allow Michelle Gobert to attend the conference scheduled for October 26-28th and to provide for registration and expenses. All ayes. Motion carried.
- E. **Friends of the Library Week.** The Library Board set the date for a Friends of the Library Appreciation luncheon on Sunday, October 23rd from noon-2 p.m. More detailed planning will be conducted at the October meeting.
- F. **Annual Fundraising Campaign.** Motion by Jill Krueger, seconded by Cara Shepherd, to approve the creation of a direct mail annual fund campaign to support collection development. Michelle will schedule a meeting with the Foundation Board to request implementation of the fund.

The next meeting was scheduled for Tuesday, October 11, 2016 at 7:00 p.m. The meeting adjourned at 8:30 p.m.

These minutes recorded and submitted by Michelle Gobert, Director.